

**GRACE LUTHERAN SCHOOL, HUNTSVILLE, AL
SPECIFIED JOB DESCRIPTION**



POSITION: Pre-Kindergarten Aide/Aftercare Staff

ACCOUNTABLE TO: Principal

PURPOSE: To use leadership, supervisory, and educational resources and gifts to engage and promote the educational development of each student in your care.

PRIMARY DUTIES AND RESPONSIBILITIES

General Responsibilities:

1. Support the value, philosophy, and mission of Grace Lutheran School.
2. Establish a positive Christian learning environment and respond to the individual needs of students.
3. Facilitate the personal, social, intellectual, and faith-lives of students.
4. Communicate effectively with members of the school and church community.
5. Work effectively with parents, faculty, and church members.
6. React to change productively and handle other tasks as assigned.
7. Support the Lutheran School system.

Aftercare Staff Responsibilities:

1. Establish and maintain a positive Christian climate through appropriate behavior management
2. Keep accurate logs of children signing in and out of afterschool care
3. Turn in weekly sign in and out logs to the school office
4. Maintain a regular schedule of activities for aftercare
5. Provide an avenue for students to exert energy in a positive manner by providing a designated time for play including but not limited to: outside playtime, indoor play time
6. Provide an avenue for students to complete homework by providing a designated time for quiet time
7. Keep facilities cleaned up after student use
8. Provide snacks for the students in the afterschool program as needed
9. Provide a list of snack supplies and needs to the school office
10. Ensure sufficient toy and activities for ages and number of children; keep toy/activity storage organized; request additional or replacement supplies from school office
11. Ensure that all activities conform to state and school guidelines
12. Fulfill other duties as assigned

Classroom Aide Responsibilities:

13. Assist the teacher in your assigned classroom, including, but not limited to the following:
 - a. Shelf materials
 - b. Cut out items
 - c. Make copies
 - d. Snack preparations
 - e. Monitor students
 - f. Work with small groups of students
 - g. Prepare/Anticipate needs for coming activities

(Initial)

(Date)

h. Attend students at bathroom breaks

14. Provide a loving, caring, safe environment for the children
15. Assist teacher with the general cleaning of the classroom
16. Communicate with parents/ caregivers as needed
17. Perform other duties as required by the classroom teacher or principal
18. Fulfill other duties as assigned

(Initial)

(Date)