

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



POSITION: Aftercare Director

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 Director 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 Administrative Assistant.
4. Develop 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 lunch manager if you would like to provide a special treat, otherwise all supplies will be provided by the lunch manager.
10. Ensure that all activities conform to state and school guidelines.
11. Supervise and direct activities of aftercare staff or volunteers.
12. Meet with Principal on a regular basis.
13. Fulfill other duties as assigned.

(Initial)

(Date)