

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



POSITION: 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. Perform these services according to the Word of God and the teachings of The Lutheran Church-Missouri Synod.
3. Establish a positive Christian learning environment and respond to the individual needs of students.
4. Facilitate the personal, social, intellectual, and faith-lives of students.
5. Communicate effectively with members of the school and church community.
6. Work effectively with parents, faculty, and church members.
7. React to change productively and handle other tasks as assigned.
8. 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 aftercare attendance signing children in and ensuring that parents sign them out.
3. Turn in daily sign in and out logs to the School office.
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 homework time
7. Keep facilities cleaned up after student use.
8. Maintain an inventory of snacks for the students in the afterschool program, and notify the school office when additional snacks need to be ordered. Inform the school office if a special snack needs to be purchased for a planned event.
9. Monitor condition of toys and activities. Request additional items as needed from principal.
10. Ensure that all activities conform to state and school guidelines.
11. Work cooperatively with aftercare staff, volunteers, and teachers.
12. Fulfill other duties as assigned.

(Initial)

(Date)