



- Title:** AFTER SCHOOL CARE INSTRUCTOR
- Reports To:** Donna McCoy-Auxiliary Director
- Qualifications:** High School Diploma or Equivalent. Bachelor's degree from an accredited college is preferred. Additional training that would be suggested but not required. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.
- Job Description:** The After School Care Instructor is given the duty of providing instruction and supervision of planned activities for After School Care students.
- To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.
- Physical Requirements:** Lifting and transporting boxes not exceeding 40 pounds; ability to stand for long periods of time; excellent hearing abilities; ability to transport students from one area of a building/campus to another
- Responsibilities:** The After School Care Instructor is responsible for the following:
- Minister to students compassionately and sincerely so they may continue to grow in their faith.
 - Accept the work at Mount Paran Christian School as a personal calling and identify themselves as ministers of the gospel of Jesus Christ.
 - Preparing snack for children
 - Provide age appropriate crafts and games for children
 - Instructs and supervises daily activities
 - Promoting student engagement in order to assess and encourage social skills
 - Supporting students during homework rotation
 - Maintaining a safe environment for the students in both the classroom and the playground
 - Monitoring and management of students' behavior, including appropriate enforcement of student behavior rules

- Following professional practices consistent with school policies in working with students, students' records, parents and colleagues
- Maintaining a professional demeanor in dealings with parents and students
- Conducting assigned classes at scheduled times
- Maintaining accurate, complete and appropriate records
- Attending and participating in faculty meetings and other assigned meetings and activities according to school policy (3 pre-planning days)
- Assuming responsibility for supervision of students in out-of-class settings, such as field trips
- Showing support and high esteem for MPCS
- Complying with conditions as stated in employee contract and handbook
- Modeling appropriate Christian behavior in speech and actions
- Any other duties as assigned