



JOB DESCRIPTION

TITLE: EXTENDED CARE
REPORTS TO: LUNCH/EXTENDED CARE DIRECTOR
FLSA STATUS: NON-EXEMPT

ABOUT THE POSITION: Extended Care works under the direction of the Lunch/Extended Care Director. The primary responsibility is to supervise students before and/or after school. Extended Care is committed to their work as a God-given ministry, with the motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda, expects its employees to refrain from promoting their own church or denomination.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

Extended Care:

- Must be at least 18 years of age and a high school graduate or equivalent
- Experience working with K-8 children for at least one year is preferred.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Oversee the transition of students to and/or from school.
- Perform a student head count when transitioning to and/or from school.
- Ensure the parent sign-in/out procedure runs smoothly and accurately.
- Provide proper supervision of students at all times.
- Prepare activities and materials needed on a daily basis.
- Monitor the bathrooms as needed.
- Maintain positive relationships with students, parents, and school staff.
- Attend staff meetings as necessary.
- Clock in and out of work duties on a daily basis through ADP.
- Perform other duties as assigned.

ABILITY TO:

- Take direction from those in authority.
- Communicate professionally and effectively.
- Provide supervision of students in an extended care setting.
- Multi-task and be flexible in a dynamic extended care environment.
- Develop positive and effective working relationships with other staff members.
- Adhere to FCS policies and procedures.

PHYSICAL DEMANDS:

This position is in a school/playground setting; must be able to walk, stand, carry, reach, stoop, lift (up to 20 pounds), listen, read, write, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan and TB test/risk assessment.
- Must maintain federal, state and local certification requirements as necessary.