



Developing Christlike Character  
and Academic Excellence

## **Pre-K After School Care Supervisor Job Description**

### **General Description**

- Job Summary:** The Supervisor shall supervise students in Pre-K as part of the school's wrap-around care program.
- Hired by:** The Head of School
- Responsible to:** Pre-K Director
- Supervises:** The students assigned to his or her care
- Evaluated:** An annual written evaluation is provided by the Pre-K Director
- Type of Position:** This is a non-exempt employee that is paid on an hourly basis.

### **Required Spiritual Qualities**

It is expected that the before/after school care supervisor will...

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

### **Required Professional Qualities**

It is expected that the before/after school care supervisor will...

- Possess evidence of other adequate preparation, background, or experience as determined by the Head of School, Pre-K Director, and Iowa Department of Human Services.

### **Required Personal Qualities**

It is expected that the before/after school care supervisor will...

- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment ministry.

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Proverbs 22:6).
- Be an encourager, and a self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the before/after school care program.
- Display friendliness and a good sense of humor.
- Display courtesy and patience in dealing with others.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or own mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to the constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Place his or her school ministry ahead of other jobs or volunteer activities.

### **Essential Job Functions—Accountabilities**

It is expected that the before/after school care supervisor will...

#### **Spiritual**

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the after school care program is Christian-based, nurturing, wholesome, and loving.
- Lead students to a realization of their self-worth in Christ.

#### **Academic**

- Have a thorough knowledge and understanding of the Christian philosophy that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Supervise students as assigned, following school and DHS procedures and protocol.
- Depending on academic preparation, certification and experience, may write and implement lessons that support the expected learning outcomes of the Pre-K Program
- Ensure that the after school care program reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age-level of the children being supervised—and understand the problems they face.
- Respond in a timely manner to parent concerns and to parent requests for help or information.

#### **Administrative Leadership**

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Understand supervision and how to lead in a positive manner.
- Provide a good environment by keeping proper discipline in the program.
- Provide a good environment by helping with light cleaning.
- Meet regularly with other staff members to ensure the coordination of the program and prompt problem resolution.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance to facilitate the billing for the program that is necessary.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct

- required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences in opinion when they exist.
- Recognize and reinforce positive behavior in children.
- Communicate with parents consistently and expediently.

### **Additional Duties or Responsibilities**

It is expected that the teacher will...

- Participate in the school's development programs and activities in areas of public relations, constituency relations, fund-raising, and student recruitment and retention.
- Perform any other duties that may be assigned by the administration.

**Physical Requirements to Fulfill the Essential Functions of this Position**  
Before/After School Care Supervisor

Working Environment	Occasionally	Frequently	Daily
Outdoor Duty		X	
• Cold (50° or lower)	X		
• Heat (90° or higher)	X		
Gases/Fumes/Dust			
Chemical Solvents			
Noise			
High Stress			
Interruptions			X
Overtime Necessary			
Climbing Stairs			
Crawling			
Standing		X	
Sitting			X
Walking			X
Running		X	
Kneeling			
Bending	X		
Reach Over Shoulder			
Reach Chlkbd Height		X	
Pushing			
Pulling			

Moving Heavy Items	Occasionally	Frequently	Daily
Lifting/Lowering	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			
Lifting Over Shoulders			
• Up to 20 lbs.			
• Up to 50 lbs.			
• More than 50 lbs.			
Carrying	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			

Operating Machinery	Occasionally	Frequently	Daily
Telephone			X
Computer	X		
Copier	X		
Printer	X		
Calculator	X		
Projection Camera			
Interactive White-board			
AV Equipment			
Other			

Other Requirements	Occasionally	Frequently	Daily
On-time arrival			X
Regular Attendance			X
Summon 911 Help	X		
Apply CPR/First Aid	X		
Lead Field Trips			
Communicate Data			X
Prepare Reports	X		
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Speak Clearly			X
Hear Clearly			X
Manual Dexterity			X
Eye/Hand Coordination			X
Driving			
Flying			

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