



## POSITION DESCRIPTION

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**Position Title:** Extended Care Aide  
**Reports to:** Extended Care Director  
**Supervises:** N/A  
**FLSA Status:** Non-Exempt  
**Pay Range:** \$17.00 - \$25.00 per hour

### POSITION SUMMARY

The Extended Care Aide is responsible for supervising elementary and middle school students and fostering their intellectual and spiritual growth. They provide a safe, engaging, and age-appropriate environment during the school year.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *Student and Parent Relations*

- Carries out a structured weekly schedule consisting of biblical devotions, homework study hall, crafts, free play and organized games;
- Enforces school rules and regulations in the team room and on the playground;
- Remains aware of the whereabouts of each child on the team by taking roll as needed;
- Monitors the classroom area and playground in order to maintain safe play environments;
- Maintains professional, respectful, and open communication with parents and families of extended care students;
- Implements boundaries and follows disciplinary procedures described in the Extended Care Programs Handbook; and
- Refer difficult behavioral issues to the Extended Care Director.

#### *Classroom Organization*

- Maintains an orderly team room environment by removing trash, vacuuming, wiping down tables, and performing other cleaning duties as necessary; and
- Enforces proper care of extended care toys, rooms, games, and sports equipment.

#### *Other Duties*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.



### WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. (Examples)

- Ability to be trained on knowledge for position;
- Frequently walking with students or running errands on campus;
- Continuously standing and speaking;
- Frequently sitting, squatting, bending, crouching, crawling, twisting, walking, reaching, and stooping;
- Occasionally lift and or move up to 10 lbs.;
- Frequently lifting and/or carrying up to 15 lbs.; and
- Exposure to a range of noise levels, from low to moderate to high.

### QUALIFICATIONS

All MCS Staff must demonstrate the ability to follow policies and procedures as established in the Company's Employee Handbook. Incumbents will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management.

By signing MCS' Statement of Faith, Morality & Ethical Integrity Policy, staff are professing themselves as a believer of Jesus Christ, and regularly attending a Christian-centered church as a member.

In addition, the education, experience, and other skills listed below are representative of the knowledge, skills, and/or abilities required.

### EDUCATION

- High School diploma or equivalent required.

### WORK EXPERIENCE

- Experience in supervising children preferred.

### KEY SKILLS SET

- Must be available Monday, Tuesday, Wednesday, Thursday, and Friday for a minimum of three (3) hours;
- Energetic, enthusiastic, and motivated to serve;



- Must be comfortable creating, organizing, and implementing creative activities for students;
- Ability to engage students in a school environment while serving in the calling of Christian Education;
- Must exhibit a high level of confidentiality;
- Excellent written and oral communication skills and the ability to interact effectively with coworkers, students, families and outside contacts are essential;
- Dependable, strong work ethic;
- Motivated to teach preschool children and nurture positive development; and
- Team player.

#### EQUIPMENT AND APPLICATIONS

- Proficient computer skills; and
- Working knowledge of all standard office equipment.

#### **Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for the **Extended Care Aide** position at **Milpitas Christian School**. I understand that I am responsible for the satisfactory execution of these functions.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_