



JOB DESCRIPTION

POSITION TITLE: After School Care Supervision	DATE: February 15, 2024
SCHOOL: San Gabriel Academy Elementary	REPORTS TO: Principal
CLASSIFICATION: Part-time, 1.5 hours per week	SALARY RANGE: \$16.90 – \$18.00 per hour

POSITION SUMMARY

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

Supervise after school care of students in a nurturing Christian school.

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Work hours for supervision of students: After school: Thursday 3:30 p.m. – 5:00 p.m.
3. Supervise students according to guidelines and standards set by the school.
4. Supervise children closely outside on the playground and inside the designated After school care areas. Always know whereabouts of all students at all times.
5. Maintain supervisor: student ratio at 1: 15.
6. Manage disciplinary issues with the approval of the administration.
7. Administer First Aid as needed.
8. Communicate with parents in a timely manner in reporting any student issues that occurred during after school care, including injuries and discipline issues.
9. Responsible for proper handover of children, relevant information, and belongings to parents and/or other after school personnel.
10. Provide appropriate support during emergencies.
11. Refrain from discussing confidential or sensitive information with unauthorized persons.

12. Manifest high regard for the school in grooming, demeanor, and use of social media in all its forms.
13. Represent the Seventh-day Adventist Church in a positive manner.
14. Evidence of physical and emotional health required for working with children.
15. Participate in required CPR, AED, and First Aid certification.
16. Comply with policies and procedures of SCC, including but not limited to those in the Employee Handbook, and the North American Division Working Policy.
17. Perform other duties as assigned.
18. Refrain from talking on a cell phone, texting, or using a cell phone unless absolutely necessary so as not to be distracted when supervising students.
19. Make sure that any students participating in sports or a specific after school program are entered into after school care.
20. Clean up spills or sweep isolated areas of trash on the ground when necessary.
21. Demonstrate professional loyalty in observing school's policies and regulations.
22. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
23. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job, the individual must:

- Perform each essential function satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Meet the requirements listed below.

Education and Experience

Completed at least high school. At least 1 year of related experience is desirable.

Competencies

- Transmit Christ-centered values and beliefs.
- Demonstrate an enjoyment in supervising children.
- Experienced working within Adventist educational organization.
- Good verbal communication skills
- Ability to maintain strict confidentiality of privileged information.
- Build relationships and ability to relate to diverse peoples and cultures.
- Knowledge of relevant organizational regulations, policies, and procedures
- Ability to function as a team player.

Personality Traits

Excellent work ethic, punctual, flexible, tactful, and discreet, approachable, proactive, dependable, pleasant, positive attitude, good sense of humor, appropriate, decorous, and modest attire

Certificates, Licenses, Registrations

Pass Live Scan criminal clearance process, complete Mandatory Reporter training, certificate in CPR and First Aid (provided by the school)

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: stand; walk; talk and hear. The employee is occasionally required to stoop and kneel.

WORK ENVIRONMENT

The noise level in the work environment is usually noisy. Extended hours may occasionally be required. A significant amount of time is spent outdoors so dressing appropriately for the weather is necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.