

SCHAUMBURG CHRISTIAN SCHOOL

Extended Care Worker Job Description

General Description

- Works at the direction of the administrator and the extended care director.
- Serves as the decision maker in the classroom for the duration of time that students are in your care.
- Possesses the credentials deemed sufficient to carry out assigned duties.
- Provide a clean and safe environment in the classroom that contributes to positive supervision of students.
- Supports the Christian values set forth in the mission of the school.
- Can work independently and can work as part of a team.
- Accepts responsibility and is self-motivated.
- Demonstrates strong work ethic.
- Displays effective multi-tasking and time management skills.

Primary Responsibilities

Duties of this job include, but are not limited to:

- Interacts with the children and encourages their involvement in activities.
- Provides a safe and caring environment that is orderly, clean, and appealing.
- Responsible for the health and safety of the children.
- Works with other staff members to form a positive, supportive team atmosphere.
- Maintains adherence to all school policies and procedures, including safety requirements.
- Models professional and ethical standards when dealing with students, parents, and peers.
- Performs other duties and responsibilities as assigned by the school administration, including the extended care director.