



bayarea
Christian School

POSITION DESCRIPTION

“Whatsoever ye do, do it heartily as to the Lord and not unto men.” Colossians 3:23

Position Title: Extended Study Facilitator

Immediate Supervisor: JH Principal

Job Purpose: To offer supervision over BACS’s JH 7th & 8th Grade Extended Study (ES) program by providing monitoring for student safety, accountability with technology/media, and support with basic needs—communication, security, love, etc.

Work Hours: 3:00pm.-6:00pm daily (15-20 hours per week)

Major Responsibilities:

- Provides supervision for ES students.
- Provides for the appropriate care of school property and ensures that pupils use equipment and facilities properly.
- Develops and maintains a behavior management policy that is friendly, fair, firm, compassionate, and consistent in a positive, structured, yet flexible childcare environment.
- Presents a role model that sets the example for the development of good citizenship and godly character (models Christ in speech, actions, and attitude, able to point children to Jesus, and promote the cultivation of spiritual growth).
- Directs, evaluates, and maintains adequate and careful records as required by the principal and the school.
- Maintains close, continued, and professional communications with parents.
- Adheres to school policies for staff and faculty.

Specific Skill Requirements:

- Multi-tasking capability and self-motivation highly desirable
- Must possess strong problem-solving and decision-making capability
- Must be able to maintain the highest level of confidentiality
- Must be able to work well as a part of a team and with other staff of church and school
- Must demonstrate discretion, flexibility, and accuracy
- Must possess strong written and oral communication skills
- Previous work with student supervision preferred