



Job Description

Position:	Extended Care Director	Primary Reporting Relationship:	Elem. Administrator
Classification:	Part Time, Non-Exempt	Secondary Reporting Relationships:	Head of School
Ministry Areas:	Elementary School	Supervisory Responsibilities:	Extended Care Staff
Interfaces:	Students, parents, administrators, staff, other stakeholders as appropriate		

Mission: Providing quality Christian education impacting lives for now and eternity.

Job Purpose: The Extended Care Director oversees the BACS Extended Care program, which provides supervision for children outside of the 7:40 am - 3:35 pm school day.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Develop and maintain a positive, safe, structured childcare environment where students receive homework assistance, guidance with media, and support of basic needs including snacks, communication, security, and love.
- Actively supervise children and train Extended Care staff how to actively supervise children.
- Provide for the care of school property and ensure that students use equipment and utilities properly.
- Develop Extended Care programs with objectives consistent with the school's long-range educational goals. Recommend suitable materials and activities as needed to meet the needs of the program.
- Cooperate and participate in the planning and evaluation of the overall school program. Direct, evaluate, and maintain adequate and detailed records as required.
- Participate in staff meetings and staff developments as scheduled for school faculty and staff.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Enforce rules of conduct by keeping proper discipline on the school premises for a good learning environment.
- Represent the school in a favorable and professional manner.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration. Maintain consistent communication with parents.
- Lead students to a realization of their self-worth in Christ.
- Know the procedures and instruct students in dealing with issues of an emergency nature including procedures for fire, storm, and lock down drills.
- Cooperate with the BACS School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

Required Skills and Abilities:

- Must have experience working with elementary-aged children.
- Must be dependable and flexible.
- Must be enthusiastic, cooperative, collaborative, and self-motivated.
- Must be able to organize ideas, materials, and manage time.
- Must display leadership skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires standing; walking; kneeling; stooping; crouching; and reaching. The employee in this position will be required to use fingers to include picking and typing. This position requires the ability to exert up to 20lbs of force occasionally, and/or up to 10lbs of force frequently. Specific vision abilities required by this job include close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and visual inspection of small parts. The worker in this position is subject to environmental conditions. Protection from weather conditions, but not necessarily from temperature changes.

I have received, reviewed and fully understand the job description for the **Extended Care Director** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. 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. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name _____ Date _____

Employee Signature _____