

TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Job Description - Extended Care Assistant

Initial Adoption Date: 4/8/04

IA Code #:

Date of Last Review:

Date of Last Revision:

Basic Function

The Extended Care Assistant will assist with the Extended Care program in accordance with the Trinity Lutheran School Board of Christian School guidelines.

Relationships

Responsible to: Extended Care Director and Supervisor

Works with: Extended Care Staff, teachers, principal

Qualifications

1. Shall model the Christian faith.
2. Shall understand and support the philosophy of the school.
3. Shall uphold the purpose of the Extended Care program in accordance with the Extended Care Handbook.
4. Shall demonstrate the ability to work with children.
5. Shall be in high school or older.

General Responsibilities

1. Arrive promptly and regularly.
2. Let Director know if they will be late or gone.
3. Assist with daily program activities.
4. Attend monthly staff meetings.
5. Participate in in-service training as requested.
6. Follow health and safety standards.
7. Perform regulated duties as requested by the Director.
8. Accurately maintain the sign in/sign out log.
9. Manage assistants.
10. Help with homework.
11. Assist with snack time.