



JUPITER CHRISTIAN
SCHOOL

Jupiter Christian School Part-time Extended Care Worker Job Description

Founded in 1963, Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders to impact the world for Jesus Christ. Jupiter Christian School distinctively educates students in a Nurturing Community to Excel in life and Engage the world.

Job Summary: The Jupiter Christian School Teacher must be a spiritually sensitive individual who understands the mission and philosophy of Jupiter Christian School and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the Conditions of Employment outlined in the JCS faculty contract. The teacher must be a born again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

I. General Description of Duties and Responsibilities

- a. Responsible for the monitoring of the students in aftercare. Monitor the behavior of students. Assist the students as needed.
- b. Keep accurate records of attendance in a clear and detailed manner
- c. Completed the DCF requirements within 10 days of being hired (mandatory).
- d. Complete 20 hour child care training (Preferred).
- e. Complete CPR/First Aid

II. Essential Job Requirements

- a. Ability to work well with all ages of students, faculty, and staff.
- b. Since the position is physically demanding, the person serving must possess significant strength and physical ability to perform all duties as assigned. This position requires heavy lifting, bending, and pulling.
- c. A positive self-starter with the ability to maintain a high energy level while doing various tasks. Must possess a positive attitude with the ability to work as a team member to accomplish needed tasks.
- d. Keep accurate records of attendance in a clear and detailed manner.
- e. Keep track of all equipment
- f. Never leave the children unsupervised.
- g. Give children approved daily snacks.
- h. Keep children in approved areas only.
- i. Clean up all areas after use.

- j. Follow the campus lock-up procedure when leaving campus.

III. Qualifications

- a. Spiritual
 - i. Must have a clear testimony of personal faith in Jesus Christ as Savior
 - ii. Please check the school's website (www.jupiterchristian.org) regarding personal faith alignment to the JCS statement of Faith
 - iii. Must be able to demonstrate active membership and involvement in a local church
- b. Education
 - i. A bachelor's degree in an appropriate discipline from an accredited institution is preferred. A candidate without a Bachelor's degree may be considered dependent upon experience.
- c. Experience
 - i. Work experience that shows the skills necessary to accomplish all of the required job functions. Excellent work and personal references regarding the employees' dependability and ability to get along well with others.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

