



**Parkview Christian Academy  
Job Description  
Before and After Care Director**

**Spiritual Requirements:**

- Adheres to the Statement of Faith listed [here](#)
- Affirmance that Teacher is a born again Christian
- Will serve as a Christian role model both in and out of school to students and parents
- Lives according to the School's interpretation of biblical lifestyle standards
- Regular attendance and participation in church
- Regular attendance at chapel

**Responsibilities:**

After school care is a program offered by Parkview Christian Academy. The program is offered to all ages (preK to twelfth grade). The program starts immediately after pick up (pickup ends at 3:15) and ends at 6:00pm. The children will be there until a parent or guardian picks them up. After care is held in various locations of the school including classrooms, the gym, and outside. Aftercare staff typically consists of adults and teenagers.

General Expectations for all staff

- Provide supervision and care for children's basic needs
- Monitor the children's safety
- Refrain from using cell phones or participating in any other activities outside of caring for the children

Expectations for adult staff

- Have a basic understanding of developmentally appropriate practices within the early childhood setting
- Develop weekly schedules to include a variety of activities that are educational and fun
- When necessary, administer first-aid or CPR to children.
- Keep record of children's behavior and incidents

- Develop an effective cleaning plan to ensure all of the interactive areas are sanitary and safe
- Maintain excellent verbal and written communication with parents and guardians.

#### Expectations for teenage staff

- Assist the adult staff with watching the children, cleaning, and maintaining a safe environment
- Arrive at lower campus by 3:10 pm ready to work

### **After School Care Guidelines**

#### Guidelines that always apply

- Respect, listen to, and obey your teachers
- Respect the environment you are in whether it is the gym, a classroom, or outside
- Treat your friends kindly
- Share with others
- Get an adult if something is wrong or someone is hurt
- Do not play games that are about killing or something inappropriate
- Use kind, uplifting language

#### Guidelines for indoor after school care

- Ask to leave the classroom or gym when needed
- Ask to get a snack or a drink
- Ask to get out toys, equipment, art supplies, or games
- Do not run in the classrooms
- Do not scream or shout in the classroom or in the gym

#### Guidelines for outdoor after school care

- Go in the field only when the teachers allow
- Do not go up the slide
- Rocks stay on the ground
- Do not twist the swings
- Balls stay in the field, not on the playground
- Do not go in the dirt or mud
- Do not climb trees
- Jump Ropes are only for jumping rope

### Guidelines for Staff Children

- Can be in After Care while parents are working at the school
- Are checked in and out like other children, but are not charged
- Are not allowed to stay at school unless a parent is in the building

### Suggested Routine

- After care starts at 3:15
- Snack and drink provided by the school: 3:15-3:30
- Clean up and Bathroom break 3:30-3:35
- Play/ free time 3:35-4:35
- Clean up and bathroom break 4:35-4:45
- Homework/studyhall/quiet play time 4:45-5:45
- Play/ wrap up 5:45-6:00

**Duration:** Months that school is in session, typically August-May

**School Breaks and Holidays:** Follows same break and holiday schedule as listed on the Parkview Christian Academy school calendar.

### **Reports to:**

- Building principal
- Superintendent