



3435 Birchwood Lane
San Jose, CA 95132
Phone: (408) 945-6530
Fax: (408) 945-9746

EXTENDED CARE AIDE JOB DESCRIPTION

Job summary:	The Extended Care Aide is responsible for supervising, fostering intellectual and spiritual growth, and providing a safe, engaging, age-appropriate, and fun environment for elementary through middle school aged children during our school year.
Hired by:	Extended Care Director
Responsible to:	Extended Care Director
Evaluated by:	Extended Care Director, written evaluation
Type of position:	Hourly
Wages:	Hourly

REQUIRED SPIRITUAL QUALITIES

It is expected that the Extended Care Aide...

- Has a commitment to Jesus Christ as their personal Savior
- Shows continuing evidence of faith
- Agrees with the Milpitas Christian School Statement of Faith
- Arrives prayerfully prepared to lead assigned team

REQUIRED PROFESSIONAL QUALITIES

It is expected that the Extended Care Aide...

- Be available Monday, Tuesday, Wednesday, Thursday, and Friday for a minimum of 3 hours. Preferably available on the second Wednesday of each month for early dismissal
- Is 18 years or older
- Has experience in supervising children. This is preferred but not required
- Is a passionate and creative individual who is comfortable creating, organizing, and implementing activities for a group of children
- May have Educational units in Early Childhood Education/Child Development. This is recommended but not required

ESSENTIAL JOB FUNCTIONS

It is expected that the Extended Care Aide will...

- Abide by MCS policies in the Extended Care Programs Handbooks.
- Respectfully cooperate with co-leader, fellow staff, and Extended Care Director.
- Show initiative and follow through in carrying out a structured weekly schedule consisting of biblical devotions, homework study hall, crafts, free play and organized games
- Use proper care when operating school machines (Copier, paper cutter, etc.)
- Know and enforce school rules & regulations in team room & on playground
- Always know the whereabouts of each child on your team by taking roll periodically
- Take charge and maintain the cleanliness of team rooms (trash, vacuum, wipe down tables, etc.)
- Maintain a safe outside and inside play environment by continually moving & monitoring ALL areas on playground or in classroom area
- Refer difficult behavior matters to director
- Enforce proper care of extended care toys, rooms, games and sports equipment
- Maintain professional, respectful, and open communication with parents and families of extended care students
- Implement boundaries and follows disciplinary procedures described in the Extended Care Handbook
- Upon employment each employee is held accountable to the standards set in the MCS Employee Handbook, Extended Care Programs Handbook, and Emergency Response Manual.

ADA 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand and walk for at least 6 hours and/or extended periods of time; use hands to finger, handle, or feel; reach with hands and arms; occasionally climb or balance, stoop, kneel, crouch, or crawl; talk and hear. The employee must regularly lift and or move up to 10 pounds; frequently lift and/ or move up to 25 pounds and occasionally lift and/or move up to 30 pounds. The school is currently a multilevel facility, which requires the Extended Care Aide to negotiate flights of stairs regularly to meet responsibilities as they relate to the school program.