



Before-After School Caregiver

Job Description

The before-after school caregiver shall provide supervision for any students assigned to them before and/or after the school day on all days when school is in session. They will be responsible for the well being and safety of the children.

Accountability

- The school caregivers shall be accountable to the Principal and the Board of Education.

Work Schedule

Monday-Friday when school is in session. (On half days, there will be no after care.)

Before Care: 7:00am- 8:30am

After Care: 3:40pm-5pm

Payment

\$30 per session worked

Requirements

- Will follow all policies laid out in the School and Faculty Handbooks.
- Pass a background check.
- CPR certified (Preschool, but preferred for all applicants)

Qualifications

- At least 18 years old.
- Able to manage and care for children.
- A love for children
- Patience
- Slow to Anger
- A friendly and helpful demeanor to colleagues and parents

General Duties

- Supervise students in your care
- Make sure all students are signed in/out
- Provide activities for your students
- Put away materials when your shift has ended
- Resolve student conflicts
- Report serious discipline issues to the principal or early childhood coordinator

Before School Care

- Arrive by 7:00 AM or 10 minutes before students are scheduled to arrive (Students may begin arriving at 7:00 AM)
- Use entry fob on the side door for parents. This will disable the alarm system.
- Plan an activity for each morning or let students choose an activity

After School Care

- Arrive by 3:30 PM (Students begin arriving at 3:40 PM)
- Allow children an opportunity to eat their snacks. Clean up after snacks and, keep the kitchen clean, follow the table washing procedures before and after snacks
- Assist with homework, as necessary
- Supervise students on the playground or in the gym following all applicable school rules.