



Lower School Extended Care Team Member

Overview of job description:

Implements all licensing regulations, schedules, and care for the extended care program. Reports directly to the Extended Care Lead.

Team Member responsibilities outline:

- Know and support program's adherence to Licensing guidelines for DSS
- Fills out time sheet as directed by Extended Care Lead
- Leads students with appropriate management
- Follows/implements schedule designed by Extended Care Lead

As an employee, the Team Member should:

- Maintain a positive attitude;
- Coordinate/communicate with the Extended Care Lead;
- Demonstrate understanding of the developmental needs of young children;
- Accepts evaluation and redirection and make necessary changes;
- Develops and maintains a positive rapport with the children, parents, and staff;
- Maintain a personal appearance that is a model of cleanliness, modesty, good taste, and in agreement with school policy;
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality;
- This position is paid hourly. Hours potentially can be from 2:45pm until 6:00 pm or until the last student is picked up.