

# FAITH BAPTIST SCHOOL

## Job Description: After Care Monitor

**Role:** The role of a Faith Baptist School Before or After Care Monitor is to supervise FBS students before or after school and be responsible for their safety, security, and well-being by facilitating FBS-approved activities in a loving, Christian learning environment.

### Qualifications and General Expectations:

1. Maintain membership and attend regularly at Faith Baptist or a like-minded church.
2. Have training or experience to show the ability to perform major duties of the position.
3. Possess current certification in First Aid and Cardiopulmonary Resuscitation.
4. Demonstrate professionalism, flexibility, dependability and kindness; and maintain confidentiality.
5. Provide references and previous employment information upon request.
6. Maintain a neat appearance appropriate for the job.
7. Adhere to policies and procedures as outlined in the FBS Staff Handbook.
8. Attend professional development, staff meetings, devotionals, and training as required.
9. Maintain a respectful, Christ-centered relationship with students, parents, and faculty.
10. Communicate effectively using Christ-like values.
11. Maintain good childcare management and organization.
12. Pray regularly for the students and families of FBS.
13. Work as an effective member of the FBS team and with other ministries of FBC.
14. Participate in school and combined church/school activities, as requested.
15. Contribute to the total FBS program through extra duties as assigned or needed.

### Specific Duties and Responsibilities:

1. Report directly to the director.
2. Maintain a safe, engaging, and fun environment for each student in the program.
3. Exemplify responsibility for the supervision of his/her students while they are in his/her care.
4. Plan for personal absences (in advance, whenever possible) and contacts substitutes for his/her absence.
5. Inform director of any major behavioral problems with students.
6. Maintain attendance in school management software as detailed in FBS Handbook.
7. Maintain the physical order of all areas used by the program.
8. Maintain a positive environment.

- Collaborates with colleague to develop and submit weekly activity plans.
- Incorporates various activities and games.
- Informs head teacher of any major student behavior problems and speaks personally with parents about any minor behavioral infractions.
- Maintains the physical order of all spaces used by Before / After Care

### Work Hours:

- This is a part-time position with standard teaching hours set at 2 hours (06:30 – 08:30) per day for before care and 2.5 hours (15:00 – 17:30) per day for after care. The work schedule is determined by the Administrator. On staff meeting days or professional development days, hours can be required between 08:00 -15:30.