



Before/After School Manager

2022-2023

JOB PURPOSE:

A person selected for this position will be responsible for supervising children in the before and after care program.

QUALIFICATIONS:

- Must be at least eighteen (18) years of age
- Previous experience working with children of all ages
- Possess communication and relational skills with the ability to communicate effectively with students, parents, and other faculty members
- Self-starter, organized, multi-tasker, flexible with schedule and tasks, proactive and punctual

OVERVIEW OF RESPONSIBILITIES:

- Works in conjunction with the Head of Academy & School Principal
 - Attend all staff meetings and recommended training programs
 - Attend school functions
 - Greet/assist families upon drop off when receiving students
 - Develop and manage educational/recreational activities performed in Before & After Care
 - Provide care for students of all ages who arrive before the school day begins
 - Provide care for students of all ages who remain after the school day ends

REQUIRED SPIRITUAL QUALITIES

- A clear relationship with Jesus Christ
- Exemplifies a Biblical Worldview with their lifestyle

DISCLAIMER: Chestertown Christian Academy has the right to revise this job description at any time.