



Prestonwood Christian Academy

Version: 6 /1/18

Job Description

Position: 7th & 8th Grade Extended Care

Classification: Hourly, Non-exempt

Reports to: MS Assistant Principal

Mission: To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and the community for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities:

- Responsible for the supervision of 7th and 8th grade middle school students who are enrolled in MS Extended Care
- Responsible for maintaining a quiet atmosphere where middle school extended care students can read, study and complete homework assignments in the Upper School Library
- Monitor middle school students who decide to use the Upper School Library computers to access PCA approved websites
- Prepare monthly statements for parents of students enrolled in MS Extended Care and submit in a timely fashion to the Business Office

Qualifications/Skills:

- Good classroom management skills
- Basic computer and clerical skills (Outlook, Excel and Word software knowledge a plus).

Physical Requirements and Work Environment:

- Occasional standing in order to monitor student's activities at the computer areas and Library tables
- Ability to hear public address system for announcements and to properly monitor students
- Indoor environment, library setting

Other Considerations:

- Average of 10 – 15 hours per each full week while school is in session
- Schedule: M, T, TH and Friday 3:00 until last student is picked up (latest 6:15 p.m.)
- Wednesday 1:45 p.m. until last student is picked up (latest 6:15 p.m.)