



Prestonwood Christian Academy

Job Description

Position: **Lower School Extended Care Worker – Plano Campus**

Classification: **Hourly, Non-exempt**

Reports to: **Extended Care Coordinator**

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 lower school students who are enrolled in Extended Care
- Responsible for maintaining a safe atmosphere where lower school extended care students can read, play and participate in supervised activities appropriate for their learning development.
- Help with classroom organization and clean up
- Responsible for getting student snacks from the extended care office and delivery to classroom
- Assist children to restroom, clinic, and lower school office
- Monitor lower school students outside and in the gymnasium during recess type activities
- Facilitate conflict resolution between students and model good communication skills
- Other duties as assigned by the Principal

Qualifications/Skills:

- Good communication and classroom management skills

Physical and Mental Requirements and Work Environment Conditions:

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication and public address system for announcements
- Standing and walking for sustained periods of time – moving about on foot for lecturing and monitoring students in the classroom, as well as throughout the building and playgrounds
- Stooping, crouching, crawling and kneeling – ability to assist small children with various needs
- Climbing, Reaching, Pushing, Pulling and Lifting – ability to pick up small children as need as well as for classroom set up purposes; occasional lifting between 30 – 50 pounds
- Repetitive motion of the wrists, hands and fingers
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Environment is primarily indoors in a classroom environment as well as intermittent outside weather conditions, including extreme heat and cold
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts

Other Considerations:

- Average of 15 – 20 hours per each full week while school is in session

- Schedule: M, T, TH and Friday 2:30 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.)