

Extended School Program Assistant at St. John's Lutheran School

Looking to hire up to 6 people! Adults & high school students are encouraged to apply!

Starting late August 2019

Hours: The program runs 2:00-5:30pm Mon-Fri during the school year. Assistants will be scheduled to accommodate their needs and provide flexibility.

Compensation:

Rate \$11.35 per hour

Tuition discounts (for K-8): 1st child: \$500, 2nd child: \$250, 3rd child: \$200

This is a non-benefit position

Applications for Employment to be submitted online by 8/5/19

<https://forms.gle/2DLSSnHqj1beJvEL6>

Position Description

Position Title: Extended School Program (ESP) Assistant

Status: Part-time

Classification: Contract

Reports To: ESP Director

Purpose: To assist the ESP Director in implementing the school's mission to nurture young people through God's Word, sound Lutheran doctrine and worship, and a strong academic foundation. Our goal is to equip students to lead their lives as God's baptized children in this world wherever He puts them and also be equipped to carry out Christ's command to "make disciples of all nations" (Matthew 28:19).



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Essential Job Functions:

| % of Time | Responsibilities |
|-----------|---|
| 98% | <p>Provides children with a caring and safe environment:</p> <ul style="list-style-type: none"> • Take the lead from the ESP Director to: <ul style="list-style-type: none"> ○ Supervises students in various settings including classrooms, gyms, playgrounds, and field trips ○ Organizes daily activities (snacks, toys, art projects, homework areas, etc) ○ Attends to the needs of individual children ○ Enforces school rules and policies using a Christ-centered, Love & Logic approach ○ Reports incidents requiring disciplinary action and health treatment to the ESP Director ○ Refers parents or other adults to the ESP Director for all communication concerning students ○ Helps maintain a clean and organized environment |
| 2% | <p>Attends staff meetings, professional development and training sessions periodically, as requested by the ESP Director. This may include, but is not limited to CPR, EPI, First Aid, Love & Logic, and safety</p> |

Preferred Attributes:

Adherence to Policy – Follows organizational policies, both formal and informal, and able to provide constructive feedback to others when they are not

Christian – Believes in Jesus Christ as our Savior and leads a Christian life.

Collaboration – Works well with others to create a positive learning environment

Communication – Uses good interpersonal communication skills (verbal, written and listening) to effectively interact with adults and children

Flexibility – Helps out and adjusts workload quickly

Multi-Task – Manages multiple items concurrently in a fast-paced environment, prioritizing based on importance and deadlines.

Positive Attitude – Serves as an active, supportive member of the St. John’s School community

Required Education & Experience:

- High School Diploma or its equivalent, or working toward diploma or its equivalent
- At least one year of relevant experience in an educational or childcare setting preferred
- Must pass background check before starting employment