



Before/After School Program Staff Reid Temple Christian Academy

Summary: After/Before School Program Staff is tasked with assisting in the supervision and instruction of school children; providing age appropriate activities; and assisting students with homework as may be required.

Key Responsibilities:

- Coordinate program activities (e.g. games, art, music, homework, etc.) for the purpose of addressing the individual and/or group needs of children.
- Evaluate situations (e.g. disciplinary problems, hazardous conditions, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Interact with children in various activities (e.g. snack time, group or individual play, Homework Help, Outdoor play, etc.) for the purpose of providing for a safe and positive learning environment.
- Participate in staff meetings and appropriate training as needed
- Communicate effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- Keep daily attendance for student safety and proper record keeping
- Set up after-school center activities (e.g. games, art projects, etc.) for the purpose of providing for adequate preparation for activities.
- Maintain an orderly and tidy environment for the purpose of keeping the rooms clean and prepared for the next occupant to use
- Ensure adherence to good safety standards.
- Model and maintain high ethical standards
- Administer first aid to children as may be required for the purpose of meeting immediate health care needs.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Qualifications/Requirements:

- High School Diploma or Equivalent. Associates Degree or Higher preferred
- Commitment to providing a holistic Christian education which ministers to the whole child – body, mind and spirit
- Some knowledge of the teaching/learning process in child development
- Ability to exercise control and maintain classroom discipline
- Excellent oral, written, and human relations skills.

***** Applicants who hold certification in CPR and 90 Hr. Child Development Associate Certificate (CDA) will receive priority consideration; all applicants must pass a MD State and FBI background clearance.**