



Position:	Mauka Campus After School aide
Purpose:	The aide shall guide After School students in their development as mature, able, and responsible Christians to glory of God.
Qualifications:	Minimum age of 16, prior experience with childcare.
Evaluation:	Performance will be evaluated in accordance with this job description and faculty profile.
Reports To:	Mauka Campus Principal
Supervises:	Students
Position Hours:	Part-time; 2:15 - 5:00 pm, Monday-Friday
Classification:	Non-exempt, hourly

Staff Profile:

(1) Christ-Centeredness

- Models Christ-like character in all interactions with staff, parents, students and community
- Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words
- Participates regularly in a local Christian church and models ongoing growth and reflection in faith
- Shows evidence of being called by God to serve
- Motivates students and families to accept God's gift of salvation and help them grow in their faith

(2) Educational Attitudes and Values

- Actively demonstrates to students their individual worth as children of God
- Models enthusiastic, lifelong learning by being a self-motivated reader and thinker

(3) Professionalism

- Edifies and respects Trinity Christian School, its administration and its faculty
- Respects the God-given authority of the school board and the administration
- Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students
- Abides by and implements all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook
- Attends and participates in school activities whenever possible or when called upon
- Demonstrates confidence, flexibility and enthusiasm
- Uses biblical principles to discuss and resolve personal and professional differences
- Exhibits professionalism in personal appearance and behavior
- Is well-spoken and articulate in oral and written language
- Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures
- Informs administration in a timely manner if unable to fulfill any duty assigned

(4) Professional Development

- Shows interest in and commitment to his/her profession through participating in any available professional development and/or training
- Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude
- Shows a commitment to growth in knowledge of classical Christian education

Specific Job Requirements

Safety

1. Under supervision of the Afterschool Leader, maintain accurate attendance on the sign-in sheets. Ensure correct staffing ratios.
2. Know how many students are present and where they are at all times.
3. Supervise students on the playground, sand area, preschool building and in other locations, always within sight or sound.
4. Keep emergency folders in a private but accessible place or accessible on a device
5. Know the procedures for dealing with issues of an emergency nature.
6. Have first aid supplies available.
7. Stay for late pickups when necessary.
8. Follow all close out procedures to secure buildings and equipment; leave areas used in afterschool in good order.

Planning

9. Employ a variety of methods and materials that will reach the whole child: spiritual, mental, physical, social, and emotional.
10. Assist the Afterschool Leader with planning monthly activities for afterschool, including arts & crafts, games, cooking, etc.
12. Supervise snack time, beginning with prayer.
13. Maintain afterschool supplies in a clean and well-ordered manner.

Communicate with Parents

15. Clearly identify where students are each day
16. Communicate with parents as needed

Teamwork

17. Recognize the need for good public relations. Represent the school and Trinity Church in a favorable and professional manner to the school's constituency and the general public.
18. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
19. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
20. Seek the counsel of the Mauka Campus Principal, colleagues, and parents while maintaining a teachable attitude.
21. Attend and participate in after school staff meetings as needed, in-service days, conferences, and retreats.
22. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute aide.