



Los Altos Christian Schools
625 Magdalena Ave.
Los Altos, CA 94024

Extended Day Care Leader

Reports to: Extended Day Care Director
Parameters of Employment: Hourly
FLSA Status: Non-Exempt

Position Summary:

The Extended Day Care Leader is responsible for supervising, fostering intellectual and spiritual growth, and providing a safe, engaging, age-appropriate, and fun environment for elementary, middle school, and high school students during the school year.

Responsibilities:

- Be available Monday, Tuesday, Thursday, and Friday 3-6pm, and Wednesday 2-6pm
- 18 years old, or older
- A passionate and creative individual who is comfortable in creating, organizing, and implementing activities for a group of children
- Has experience in supervising children (preferred, but not required)
- May have units in Early Childhood Education / Child Development (recommended, but not required)

Required Skills and Abilities:

- Show initiative and follow through in carrying out a structured weekly schedule consisting of biblical devotions, homework study hall, crafts, organized games, and free play
- Know and enforce school rules and regulations in team area and on the playground

- Always know the whereabouts of each child on your team by periodically taking roll
- Take charge the maintain the cleanliness of team areas (i.e. wiping down tables and chairs)
- Maintain a safe outside (and sometimes inside) play environment by continually moving and monitoring ALL areas on the playground / blacktop and classrooms
- Enforce proper care of Extended Day Care classrooms / areas, games, sports equipment, and school supplies
- Maintain professional, respectful, and open communication with parents and families of Extended Day Care students
- Implement boundaries and follow disciplinary procedures described in the EDC Handbook; refer difficult behavior matters to the Extended Day Care Director

ADA Physical Requirements:

Physical demands represented below must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

Frequency Code	Physical Activity	
Never (N) = 0%	Sitting = O	Speaking Audibly = O
Occasional (O) = 1-33%	Kneeling = N	Twisting = O
Frequent (F) = 34-66%	Squatting = O	Lifting / Carrying = O
Continuous (C) = 67-100%	Bending = O	Reaching = F
	Climbing = N	Stairs = F
	Push and Pull = O	Standing = C

Education:

High school diploma or equivalent

Qualifications:

- Be a professing leader of Jesus Christ
- Must regularly attended / be a member of a Christ-centered church
- Sign and follow LACS Statement of Faith

- Excellent oral and written skills, organizational skills, and the ability to interact effectively with coworkers, students, families and outside contacts are essential
- Possess an authentic fulfillment in working with children while loving them and serving in the calling of Christian Education
- Prior classroom teaching experience is preferred

Disclaimer: This description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employees.