



Los Altos Christian Schools
625 Magdalena Ave.
Los Altos, CA 94024
Phone: 650-948-3738
www.lacs.com

Extended Day Care (EDC) Leader

Thank you for your interest in Los Altos Christian Schools. LACS actively promotes knowledge and understanding of God's love through His Son, Jesus Christ, which will transform all aspects of the student's life and character. Social-emotional learning is incorporated in all areas of student life. LACS nurtures a community of diverse learners, where students, parents, and faculty support each other and positively influence the world around them.

We are currently seeking leaders for our after-school program who have a love for God and a passion for working with kids. Leaders supervise children to ensure the safety and well-being of children at all times. They also support the Extended Day Care Director in providing students with fun enrichment and recreational activities. Staff in this role are enthusiastic, compassionate, and flexible. If God is calling you to be a part of our mission and our team, we would love to get to know you better!

Position Summary:

Our Extended Day Care (EDC) openings are a great fit for college students or community friends looking for part-time work during the academic year (August-June). Our EDC team is responsible for students who are at school after normal school hours, typically between 2:00-6:00pm, Monday through Friday. In some cases, there will be longer hours available on early dismissal days, or as needed. Daily scheduling can be flexible (e.g. M-Th, or M, W, and F).

Job Requirements:

- Model an exemplary Christian walk in speech and action
- Ensure the safety of all children at all times
- Assist students with homework assignments as needed
- Lead games, crafts, biblical devotions, and other hands-on activities
- Promote the love of the Lord in an age-appropriate way for students between Kindergarten and 8th Grade
- Assist the Director in closing duties
- Assist in keeping the classrooms and storage area neat, clean, and orderly

- Maintain professional, respectful, and open communication with parents and families of EDC students
- Implement boundaries and follow disciplinary procedures described in the EDC Leader Handbook; refer difficult behavior matters to the Director

Qualifications:

- High school diploma, or equivalent
- Be a professing leader of Jesus Christ
- Must regularly attend / 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
- Possess an authentic fulfillment in working with children while loving them and serving in the calling of Christian Education
- Have experience in supervising children (preferred, but not required)
- Have units in Early Childhood Education / Child Development (recommended, but not required)
- Prior classroom teaching experience is preferred

Contact:

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