



Focused on Excellence - Centered in Christ

"Jesus Christ is the same yesterday and today and forever" ~ Hebrews 13:8

Extended Care Provider - Qualifications and Job Description After School Care for Preschool and Prekindergarten Students

Trinity Lutheran School exists to share the love of Jesus Christ as Savior, Friend, and Teacher through Worship, Service, and Educational Excellence.

HOURS/SALARY/BENEFITS: This is a part-time position, paid at an hourly rate that is commensurate with credentials and experience. Benefits are not provided. After School Care for Preschool and Prekindergarten students is in session Monday, Tuesday, Thursday, and Friday from 2:30 p.m. to 5:30 p.m. and Wednesdays from 1:30 p.m. - 5:30 p.m. The provider is to be on duty M/T/R/F from 2:15 p.m. to 5:30 p.m. (or later if a parent/guardian is late picking up) and Wednesdays from 1:15 p.m. to 5:30 p.m. (or later).

QUALIFICATIONS: A Preschool/Prekindergarten After School Care (PS-ASC) Provider for Trinity Lutheran School must meet the following criteria:

- High School Diploma or GED
- Proof of experience working in early childhood education or similar setting preferred
- Complete State of Hawaii DHS Form 948 - *Authorization for Background Check and to Release Findings* prior to first day of work, but not before official conditional offer of employment; candidate must pass fingerprint-based background check to begin work
- Possess and maintain physical ability to lift and carry up to 50 pounds, as well as walk, bend, stoop, and stand on routine basis, both indoors and outdoors

STAFF RELATIONSHIP: A PS-ASC Provider at Trinity Lutheran School reports to the Principal, and is subject to policies and expectations set by the Principal and approved by the Board of Trustees.

MANDATED REPORTING: A PS-ASC Provider at Trinity Lutheran School is a mandated reporter according to the Department of Human Services and is, therefore, subject to all state and federal laws regarding mandated reporting. Employees of Trinity Lutheran School are provided with the appropriate information upon hire.

PERSONAL QUALITIES: A PS-ASC Provider at Trinity Lutheran School should consistently demonstrate the following qualities in order to be a good fit for ministry as a PS-ASC Provider at Trinity Lutheran School:

- Joyful understanding of what is developmentally appropriate social-emotional behavior for this age group
- Genuine love for being with and fostering growth in children at this stage of learning
- Natural talent for establishing and maintaining rapport with students and their family members
- Strong ability to communicate and collaborate effectively with colleagues
- Competency for maintaining professionalism including, but not limited to, professional appearance, punctuality, receiving constructive criticism, and ability to meet deadlines and follow procedures
- Consistent capacity to exhibit calmness and control in difficult situations
- Intellect and skill to demonstrate originality, creativity, and initiative for the purpose of contributing to the Trinity Lutheran School ministry as a whole

ASC care provider - Qualifications and Job Description continued...

JOB DESCRIPTION: A PS-ASC Provider at Trinity Lutheran School is often the only TLS representative a parent/guardian comes into contact with on a daily basis and is, therefore, considered a significant partner in establishing and maintaining positive relationships with our families; this employee has the following responsibilities (in addition to all policies and professional expectations outlined in the Employee Handbook):

- Contribute to a positive school culture by striving to fulfill the Mission Statement
- Demonstrate strong written and oral communication skills with students, colleagues, parents/guardians, other members of the students' families, and when representing the school in public
- Plan and implement specific program objectives in line with the school philosophy
- Create and maintain a program schedule that considers the needs of the whole child, such as indoor and outdoor freeplay, organized play and other activities, rest time, restroom use, etc.
- Develop and follow program policies and rules that provide for a safe, healthy, and stimulating environment in line with school-side policies
- Plan for and organize program supplies and materials within budgetary guidelines set by the principal
- Ensure the health and safety of every student, including needs related to learning experiences, eating, toileting, sleeping, and playing
- Provide an exceptional experience for students based on individual needs when necessary and possible
- Stimulate a creative and enthusiastic program environment
- Communicate concerns as well as positive celebrations daily with parents/guardians
- Creating and maintaining a safe, organized, and clean physical environment, whether indoors or outdoors, including reports to the principal of needed supplies or repairs
- Demonstrate genuine concern and equality for each student at all times
- Supervise students at all times; never leave students unattended
- Lead or assist in the response to and reporting of any accidents or incidents that did or may have resulted in physical, mental, social, and/or emotional injury, including major conflicts with other students
- Assist office personnel in the proper handling of both over-the-counter and prescription medications
- Complete and follow basic health and safety guidelines training as requested by the principal to avoid accidents, injuries, the spreading of germs, etc.
- Understand and maintain the privacy of each student, parent/guardian, other family members, and colleagues according to federal and state laws, as well as school policies and expectations
- Assist in the redirection and training of students when behavior issues arise consistent with program and school-wide policies
- Work closely with the After School Care Provider for Kindergarten through Grade 8