

Ventura Missionary School

Job Description

Job Title: Yard Duty and Extended Care Staff
Reports To: Principal and Student Development Coordinators
Classification: Part-Time (**Non- Exempt**)

Job Description

Ventura Missionary exists to live and share the transforming love of Jesus. Under the direction of the Dean of Student Affairs, the Yard Duty and Extended Care staff member is responsible for monitoring the activity and behavior of students outside of the classroom. This position will supervise students during early drop off, recess, lunch, and after school. The Yard Duty and Extended Care Staff will ensure students obey school rules, procedures, and routines. This staff member will also have some classroom duties and some extra outdoor responsibilities to keep the campus organized and secure.

Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor.

- Walk your supervised area at the beginning of each shift to ensure it is safe for students to enter.
- Greet students as they exit class.
- Walk the distance of the hallways and blacktops and direct students to make healthy choices.
- Be aware of students who leave your supervision to go to the bathrooms.
- Monitor the bathroom area and check the restrooms before and after recess and lunch.
- Monitor students to help ensure they are obeying school rules and general safety rules.
- Document and report disciplinary cases to teachers or administrators.
- Document accidents that involve injuries or incidents to the head.
- Encourage students to pick up their trash and make sure your area of supervision is clean at the end of your shift.
- Mentor students through Christ-centered conflict resolution.

Relationships

This position will report directly to the Principal and Student Development Coordinators and will work alongside VMS teachers and office staff.

Qualifications and Gifts

This position needs to agree with Ventura Missionary Church's Statement of Faith and agree to employment subject to and conditioned upon, a lifestyle consistent with that Statement of Faith. This position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Spiritual gifts that are consistent with this role are: Leadership, Shepherding, Serving, Discernment, and Hospitality.

Work Environment

- Moderate physical effort, standing and/or walking for extended periods of time
- Indoor and outdoor school campus environment
- Manual dexterity and physical condition necessary to perform employee duties

Knowledge, Skills and Abilities:

- Love for God and His church
- Possess a deep, abiding relationship with God
- Passionate love for God's children (K-8) and the potential for their spiritual transformation
- Ability to lead and organize students and be a role model to adults
- Strong work ethic
- Problem-solving and conflict resolution techniques
- Operate in a team environment, often working cross-functionally with other teams
- Ability to multi-task and adjust quickly to new programs and schedule changes
- Physical ability to walk with ease 1-2 miles a day, kneeling, stooping, balance, standing, and repeated bending
- Lifting-moderate (25lbs. max), carrying (5-25lbs. max), pushing/pulling (5-100lbs. max), and reaching (low and high)
- Ability to see and read, with or without visual aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Know the campus rules, policies, and basic safety procedures
- Skill and ability to make sound judgements and be able to take quick and effective action as necessary to effectively supervise students
- Provide a positive example to students through personal appearance, communication, language, and behavior
- Establish and maintain cooperative working relationships with staff, students, and parents
- Interact in a positive and supportive manner with staff, students, and parents

Minimum Job Qualifications

- Strong Communication Skills – written and verbal
- Experience collaborating with co-workers
- Research Skills
- Successful completion of fingerprinting process and criminal background clearance
- TB clearance

Selection Process

The Principal will supervise the selection process for this position, in collaboration with the Student Development Coordinators, and Human Resources Department.

Compensation

The compensation for this position will be determined based on established salary ranges for administrative staff based on years of administrative experience. Salary range is between \$16.00-\$18.00 per hour depending on experience and education.

Hours

Monday through Friday; Varies between 4-8 hours per day depending on position hired. Up to 29 hours per week.

Appraisal and Review

This position will receive a 90-day review and an annual review from the Principal. The reviews will be in a written form, using a review document approved by the Human Resources Department. Each review will (1) set objectives and goals for coming year, and (2) review performance and ministry objectives from previous year.