



## PS-8 Extended Care Provider

### SCHOOL | GILBERT CAMPUS | ROLE DESCRIPTION

<b>Reports to:</b>	Principal and/or Preschool Director or Designee
<b>Function:</b>	Child Care Provider
<b>Staffing Requirements:</b>	Part-time, 10 month
<b>Employment Status:</b>	Non-Exempt
<b>Revision Date:</b>	6/25/2025

### Position Description

Members of the Extended Care Team are responsible for providing care and supervision for students in Preschool through 8th grade before and after school, as needed by parents. Providers should be responsible, enthusiastic and passionate about children in order to provide a safe, supportive, and structured environment in which God's love in Christ is shared through learning and play.

### Qualifications

- High school diploma or equivalent; some college or experience in education/childcare preferred
- Prior experience working with children (e.g., in a school, camp, daycare, or youth program)
- CPR/First Aid certification (or willingness to obtain)
- Active member in a Christian congregation
- Prior experience working with children
- Hold current certification for CPR and First Aid
- Hold valid Arizona Fingerprint Clearance Card
- Pass criminal background check
- Evidence of TB Testing and up-to-date Immunizations
- Physically able to perform duties with children ages 3-14
- *Preferred:* 18 years of age or older *Minimum age:* 16 years old
- Strong interpersonal and communication skills
- Reliable, punctual, and professional
- Ability to work independently and as part of a team
- Basic computer and tablet skills

## Responsibilities

- Read and follow the [Rules and Statutes](#) set forth by the Arizona Department of Health Services Child Care Facilities Licensing for Childcare Centers
- Supervise and ensure the safety and well-being of students at all times
- Engage children in age-appropriate activities, including arts, crafts, games, and outdoor play
- Assist with homework and quiet study when appropriate
- Maintain a positive and respectful environment for all students
- Support transitions between school and extended care program
- Communicate effectively with parents, guardians, and school staff
- Follow school policies and procedures, including emergency and safety protocols
- Assist with snack preparation and clean-up; Model and encourage leading prayer before snacks
- Maintain attendance records and incident reports as needed; Assist parents as needed for checking their child in and out
- Assist in arrangement, maintenance, and cleaning of facilities and equipment (including playgrounds)
- Read and follow the [Rules and Statutes](#) set forth by the Arizona Department of Health Services Child Care Facilities Licensing for Childcare Centers
- Model appropriate behavior in speech and language
- Abide by Christ Greenfield's *Positive Conduct and Shared Responsibilities* policy (Policy HR301 in Employee Policy Manual)
- Support the teachings of Christ Greenfield and the Lutheran Church - Missouri Synod
- Participate in school events as scheduled or requested by Administration
- Assist in implementing the Christ Greenfield *Discipline Policy and Procedures* as outlined in the Community Handbook
- Participate in trainings and Professional Development required by school administration, including completing a minimum of 18 hours of (paid) Professional Development annually
- Additional tasks may include creating newsletters, signage, snack calendars, as well as shopping for snacks and supplies.

## Hours

- Extended Care is open to students the following hours:
  - Morning: 7:15-7:50
  - Afternoon: 3:15-5:15 pm
  - Providers must be present and prepared to welcome students.
- **Work shifts are as follows:**
  - **Morning: 7:10-7:55**
  - **Afternoon Shift #1: 3:10-4:15 pm**
  - **Afternoon Shift #2: 4:10-5:15 pm**
  - If a child is not picked up by 5:15, additional time will be paid
- Extended Care follows the school calendar
- On Half Days, Extended Care closes at 3:15 pm
- There is no Extended Care on the first and last day of school *\*subject to change*

## Compensation

- \$20.00 per shift. Additional pay for late pick-ups.