

Job Title: After School Program Assistant Group Supervisor

Supervisor: Program Coordinator & Superintendent

Job Summary: Mount Calvary Christian School of Elizabethtown, PA has a part-time After School Program Assistant Group Supervisor opening beginning immediately. Salary is commensurate with experience; hours are Monday - Friday from approximately 2:30 - 4:30 PM. Email a resume and cover letter to info@mcchristianschool.com and please do not fill out an application unless you are asked to do so.

This professional is responsible for the following minimum duties: assisting in the implementation of daily activities under the guidance of the group supervisor, coordinating daily activities and supervising aides in the absence of the group supervisor, and assisting the program coordinator in keeping accurate attendance records for billing purposes, maintenance of the facility, administering the facility's program objectives and activities, overall program planning. A proven ability to communicate and collaborate effectively with parents, peers, and administrators is required.

Job Specifications: We seek a quality, Christian professional. Candidate should be willing to pursue training and certification by the Department of Human Services. The professional must report for duty promptly; help with supervision; maintain and report to the school office accurate attendance records; make sure the children are safe; foster proper relationships with children, parents, other aides as well as work in harmony with the school's purpose, philosophy, and objectives; maintain an environment that is conducive to the children's spiritual, physical, academic, social and emotional development; cooperate with the administration in seeking the program's overall success; assure that parents sign their children in and out properly; be familiar with students with food allergies, medical conditions, health alerts, and pickup restrictions; obtain adequate trainings; contribute to overall program development, and assist other staff as needed or directed.

Other Duties:

1. Actively participate in staff and professional development meetings as well as other professional development opportunities to improve competencies.
2. Perform any other related duties as assigned by the appropriate administrator.

Spiritual Qualifications:

1. Be a born again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
2. Be in agreement with the school's and church's published doctrinal position.
3. Possess the qualities of Christian leadership and servanthood. Although this individual will not be functioning in a pastoral capacity, we desire employees aspire to the highest levels of character (1 Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27 and Mark 9:35).
4. Possess a strong Christian Philosophy of Education

Working Conditions & Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The person must be able to supervise children, which may involve picking up lower elementary students and assisting them physically in some way.

The candidate has to be able to bend, stoop, lift up to 25 pounds, sit on the floor, climb stairs, walk, reach overhead, and stand for extended periods of time. In addition, the candidate must exhibit manual dexterity to use a phone, type, operate a computer, hear and respond to emergency notifications, read printed material

with or without vision aids; hear and understand speech at normal levels, and speak in audible tones so that others may understand clearly.

Application Process: Interested candidates should send a cover letter, résumé to Megan Jordan, Mount Calvary Christian School, 629 Holly Street, Elizabethtown, PA 17022. Electronic and scanned materials can be sent to: info@mcchristianschool.com. Please do not complete an application until requested to do so.

Applications will be received until a suitable candidate has filled the position. Mount Calvary Christian School is certified by the Association of Christian Schools International and the Middle States Association of Colleges and Schools Committee of Institution-Wide Accreditation.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or Superintendent.

Mount Calvary Christian School reserves the right to update, revise or change this job description and related duties at any time.