



EXTENDED ENRICHMENT AIDE

To Apply

Posted: March 8, 2023

Position Title: Extended Enrichment Aide

Job Type: Part-time, School Days/ 23-24 School year

Start Date: September 2023

School: Grace Christian Elementary School

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kaylene Brown, Human Resources

Contact Phone: (541) 608-1315

Contact Email: kbrown@gracechristian.org

Minimum Requirements: Current Oregon Childcare Certification or the ability to obtain certification preferred. Minimum 1-year childcare experience preferred. Age 16 and older required.

Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: Extended Enrichment Aide

Status: Non-Exempt Employee/Classified Hourly

Reports to: Extended Enrichment Coordinator

General Description: The Extended Enrichment Aide assists the Extended Enrichment Lead Teacher, helping prepare and care for enrolled students.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which is in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Supports school's mission, vision, and core values.

Knowledge and Experience

- Must be able to communicate well with students, staff, and parents.
- Skill in organizing and implementing classroom management and corrective student

management.

- Shows a commitment to each student with unique backgrounds and characteristics; is enthusiastic and enjoys working with students.
- Consistently exhibits a positive attitude toward life and people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents, and the community.
- Maintains confidentiality.
- Welcomes counsel and constructive critique.
- Ability to interact appropriately in potentially volatile situations.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.

Position Responsibilities

- Maintain and facilitate all Oregon state childcare requirements.
- Establish and maintain effective, Christ-centered relationships based on mutual respect and trust and work collaboratively with students, staff, and parents.
- Maintains knowledge of all school policies and procedures.
- Reports illegal activities, questionable or unsafe conditions or problems with security to the Administrative Team or Extended Enrichment Coordinator.
- Assists in resolving conflicts and similar problem situations between students, helping them toward self-discipline and acceptable standards of behavior, developing leaders for righteousness.
- Listens well to others and demonstrates excellent verbal and written communications skills.
- Demonstrates commitment to each student and manifests, by words and example, a Christian role model to students both in and out of school, maintaining a caring professional relationship.
- Be punctual for each schedules shift and checks mailbox in the office daily.
- Maintain cleanliness and organization of Extended Enrichment classrooms. Prepare and serve daily snacks while keeping a clear food log. Ensure that kitchen and eating areas are clean and sanitized upon completion of snack. Clean and secure Extended Enrichment classrooms at night by following a list of closing procedures.
- Supervise outdoor activities, games, and recess. Help children with homework and other classroom activities.

- Attends school events, trainings, and in-services as assigned by school Principal or Coordinator and completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone/security radio.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone/security radio.
- Physical agility to lift or move up to 25 pounds.
- Ability to bend, stoop, climb stairs, reach overhead, and move classroom furnishings.

Note: This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time. It is understood that employment is conditional based on student enrollment numbers.

I have read and understand this job description and will retain a copy for my records.

Signature: _____ Date: _____