



Bluffview Montessori

Adopted: DRAFT

Position

After School Care Staff

Fair Labor Standards Act Status

Exempt

Position Overview

After School Care Staff provide a safe and fun after school care environment for Pre-k students to thrive in during after school care hours.

Licensure and Certification Requirements

- High School Diploma
- Demonstrated ability to work with children
- Willingness and ability to learn DHS guidelines and regulations, First Aid, CPR, and other trainings as necessary

Education and Experience Preferences

- Work toward a degree in an education field
- First Aid/CPR training

Essential Functions

- Maintain a safe and predictable environment for all students and staff involved
- Create, organize, and lead after school programs including a daily schedule for students that includes arts and crafts, physical activities, and special interests that are safe, respectful, and engaging while culturally and developmentally appropriate
- Collaborate with children's teachers to develop, plan and implement best practices based on the needs/abilities of the students as needed
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Collaborate and communicate regularly with families of students in afterschool programs, involving BMS teaching or administration as needed
- Uphold the vision, mission, and core values of Bluffview
- Report to and perform other duties as assigned by school administration



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Duties and Responsibilities

- Assume full responsibility for all pre-k students in the afterschool program
- Implement the schedule including a snack time
- Awareness of DHS related Policies specific to the pre-k programming
- Be aware of and somewhat versed in the ECIPs (Early Childhood Indicators of Progress)
- Ensure the safety and well-being of the children at all times including active supervision at all times
- Be aware of all evacuation and emergency procedures
- Make and purchase materials for the program as needed within budgetary guidelines
- Maintain accurate attendance records, including check out times
- Prepare, maintain, and reset any rooms or environments used for the following day. This includes routine cleaning up
- Foster an atmosphere of respect and harmony; emphasize communication, interdependence, cooperation, and global awareness
- Attend staff and faculty meetings when possible
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and administration

Knowledge, Skills and Abilities

- Comprehend and follow instructions
- Perform repetitive tasks
- Maintain work pace and accuracy
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents and colleagues
- Plan, direct, control, evaluate and supervise others



Physical Demands:

Activity	Frequency
Grasping/handling	Constantly (80%-100%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Speaking and Listening	Constantly (80%-100%)
Sit at table/on floor	Frequently (55%-79%)
Crouch, stoop, climb, balance or run	Frequently (55%-79%)
Stand, walk	Frequently (55%-79%)
Lift/carry up to 10 lbs	Periodically (30%-54%)
Lift/carry up to 50 lbs	Seldom (1%-9%)
View computer monitor/media	Seldom (1%-9%)
Exposure to seasonal weather	Frequently (55%-79%)



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Special Requirements

Final appointment to this position will be contingent upon passing a criminal background check.

Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.

Additional Employment Statement

This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Signature

Date