



Extended Day Care (EDC) Worker Job Summary

It is the primary responsibility of the Extended Day Care Worker to provide care and supervision to the children from kindergarten through eighth grade, as well as to comply with school policies, procedures, and programs.

Duties and Responsibilities

- Realize the awesome responsibility shared in caring for, guiding, protecting, and being a Christ-like example to the students, their families, and the staff
- Maintain a positive attitude- reflect a pleasant, courteous, considerate, and respectful attitude. Allowing negative attitudes to form is destructive to the individual, staff morale, and the overall program. Be loyal to the school, and to all persons connected with the school. We are all on the same team working toward common goals
- Show respect for administrators, teachers, supervisors, and colleagues at all times
- Be prompt for assigned duty hours and all required meetings
- Maintain accurate documentation of all arrivals and departures of students
- Supervise and manage student behavior in a positive, fair, and equitable manner
- Adhere to and implement school-wide discipline policies. Report any problems to the daycare director
- Confidential information should be kept within the proper channels
- Approval for any schedule changes must be obtained through the Daycare Director
- Attentive supervision while on duty---the safety and well being of our students rests in your hands
- If closing, remain on duty until the last child has been checked out, and follow closing procedures
- Assist in preparation of snacks for students
- Perform duties as given by the daycare director and/or the principal

Education Development and Work Related Experience

- Must be at least eighteen years old
- Prefer at least three units of childhood education or at least three years of experience working with school age children
- Hold current CPR and First Aid certification. Pass a background check
- Exemplify dependability, creativity, cheerfulness, flexibility, and a teachable spirit
- Reflect a loving and nurturing attitude toward children
- Be an active member or participant of a local evangelical church