



6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013

POSITION DESCRIPTION

Title: Extended Day Worker
Reports to: Lower School Principal
Work Year: 10 months

Position Focus: The Lower School Extended Day Supervisor focuses on serving the Lower School students (preschool thru sixth grade) who attend Extended Day.

Job Description:

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ.
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in a Christ-like character
- Subscribe to and promote the statement of faith
- Assists with maintaining records of attendance
- Assists with preparing lessons and activities each day while maintaining a safe and well supervised environment
- Follow Extended Day Supervisor's instructions and school policies
- Maintains effective communication with Extended Day parents, providing information and promoting a positive school image
- Maintains all required certifications and/or background checks (First Aid, CPR, fingerprinting, etc.)
- Assumes additional responsibilities as delegated by the Extended Day Supervisor and the Lower School Principal

