



Title: Extended Day Supervisor
Reports to: LS Principal
Work Year: 10.5 months

Position Focus: The Extended Day Supervisor oversees the daily operation of the Extended Day Program, which includes, planning and scheduling of activities, requisition of supplies, monitoring of staff training and performance, parent relation, record-keeping, as well as maintaining the school's and DCF policies and regulations.

Spiritual:

- 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 principal in dealing with students, parents, staff and administration.
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character.
- Subscribe to and promote the statement of faith.
- All staff are ministers of Christ.

Position Parameters:

- Plans and schedules all activities of the Extended Day program including school days and staff childcare for Professional Study days
- Purchases all necessary materials, supplies, equipment, and refreshments periodically
- Monitors staff training requirements and daily performance including HRS screening and training, CPR/first aide requirements, lesson planning and student supervision
- Maintains communication with the Extended Day parents through personal contact, phone calls, and written notices providing information and promoting a positive school image
- Monitors students' attendance, and other forms of record keeping
- Assist with part summer program
- Maintains all DCF regulations.

- ◆ Staff training requirements and personnel files
- ◆ Safety/health standards and procedures
- Maintains Early Childhood Associates' certification and CPR/First Aid requirements
- Assumes all responsibilities delegated by the Lower School Principal

Qualifications:

- Have knowledge of childcare rules and governing regulations
- Minimum of 40-hour certification in child care, preferred
- 3 years experience in child care, preferred
- CPR and First Aid Certified
- A Christian who is a member of good standing in a Bible believing church