



POWER & GRACE PREPARATORY ACADEMY

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JOB DESCRIPTION

Before Care / After Care

Type: Part-Time

Hours: 30 hours per week

Note: Based on Experience and Qualifications

Overview of Job

A Before and After School Daycare Worker plays a pivotal role in bridging the gap between school hours and parental work schedules, ensuring that children have a safe, engaging environment to start and end their day. These childcare professionals are responsible for supervising and nurturing children, typically ranging from kindergarten through early middle school, during the critical hours before school commences and after it concludes. Their duties encompass preparing and distributing nutritious snacks, organizing stimulating activities that promote social, emotional, and cognitive development, and providing homework assistance to support academic growth. With a strong emphasis on safety, they diligently monitor the children to prevent accidents and intervene in any conflicts to teach valuable conflict-resolution skills. Additionally, they foster positive relationships, serving as role models and mentors, while maintaining open communication with parents to keep them informed about their child's progress and any concerns that may arise.

Spiritual Requirements

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God — our standard for faith and practice
- Believe and actively support the school's statement of faith
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others
- Evidence the fruit of the Spirit in dealing with people
- Share the Christian faith with others
- Have a Christ-centered home
- Actively participate in local Bible-believing church

Experience / Qualifications

Must be at least 21 years of age and have a high school diploma or equivalent, strong communication skills, the ability to manage a group of children, experience working with children, CPR certification,

relevant childcare training or certification depending on the specific role; demonstrating empathy and good judgment are also important qualities.

Key Responsibilities

- Supervision and Safety: Actively monitoring children during playtime, transitions, and outdoor activities to prevent injuries
- Enforcing safety rules and procedures
- Responding promptly to emergencies and providing first aid if needed
- Childcare Activities: Planning and leading age-appropriate activities like arts and crafts, games, reading, and outdoor play
- Facilitating social interactions and conflict resolution among children
- Assisting with homework and study sessions
- Mealtime Support: Serving healthy snacks and ensuring children eat properly
- Monitoring dietary needs and allergies
- Communication and Parent Interaction: Regularly updating parents on their child's day through verbal communication or daily logs
- Addressing any concerns or questions parents might have
- Classroom Management: Maintaining a clean and organized environment
- Setting clear expectations and routines for children
- Implementing positive reinforcement strategies
- Administrative Tasks: Maintaining attendance records
- Completing necessary paperwork and reports
- Patience and positive attitude: Interacting with children of different ages and personalities requires a calm and nurturing demeanor
- Strong communication skills: Effective communication with both children and parents is crucial
- Organizational abilities: Planning activities, managing schedules, and maintaining a clean space require good organizational skills
- First aid knowledge: Being prepared to handle minor injuries is essential
- Child development understanding: Awareness of age-appropriate activities and developmental milestones is important