



JOB DESCRIPTION

POSITION TITLE: After-School Supervisor

DATE: April 22, 2024

SCHOOL: South Bay Christian School
Torrance, CA

REPORTS TO: Principal

CLASSIFICATION: Non-Exempt,
Part-Time, 18-20 hours per week

SALARY RANGE: \$16.90-\$18.00

POSITION SUMMARY

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

We are seeking a responsible adult to provide after-school supervision Monday-Friday. Must love children, be level-headed, and be able to ensure school rules are followed as to ensure the safety and well-being of all children. The job would begin August 19, 2024. (Summer work could also be available in our Summer Day Camp program.)

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Demonstrate an enjoyment in supervising children.
3. Supervise children closely outside on the playground and inside the designated after-school care areas, from the end of the school day until 6 pm, Monday-Friday.
4. Always know the whereabouts of all students, never leaving children unattended.
5. Assist children to clean up spills or sweep isolated areas of trash on the ground when necessary.
5. Communicate effectively with parents, children, and staff.
6. Refrain from discussing confidential or sensitive information with unauthorized persons.
7. Ability to function as a team player.

8. Build relationships and ability to relate to diverse peoples and cultures.
9. Maintain accurate records of attendance and incidents.
10. Make sure that any students participating in sports or a specific after school program are entered into after school care.
11. Ensure parents sign their children out.
12. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
13. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job, the individual must: Perform each essential function satisfactorily, and

- Be a member of the Seventh-day Adventist Church in good standing, and
- Meet the requirements listed below.

Education and Experience

- Completed at least high school. At least 1 year of related experience is desirable.

Competencies

- Ability to maintain strict confidentiality of privileged information.
- High level of emotional and social intelligence.
- Strategic-thinking skills.
- Excellent communication skills and interpersonal skills.
- Build relationships and ability to relate to diverse peoples and cultures.
- Knowledge of relevant organizational regulations, policies, and procedures
- Ability to relate and engage diverse peoples and cultures.
- Ability to function as a team player.
- Self-starter and able to work with minimal direct supervision.

Personality Traits

Professional, excellent work ethic, punctual, flexible, tactful, and discreet, approachable, proactive, dependable, pleasant, positive attitude, joyful spirit, good sense of humor, appropriate, decorous, and modest attire, high level of emotional intelligence,

Certificates, Licenses, Registrations

- CPR and First Aid certification (or willingness to obtain).
- Complete Mandated Reporter training (to be completed during hiring).
- Livescan background check and clearance through the Southern California Conference (can be completed during hiring).

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision, and ability to adjust focus. A significant amount of time is spent outdoors, so dressing appropriately for the weather is necessary.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to high. Extended hours may occasionally be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Anticipated work hours are M-Th: 3:15-6:00 pm; Friday: 12:15-6:00 pm.