

# Extended Care Assistant

## Position Information

- **Reports To:** Director of Extended Care
- **Position Type:** Part-Time | Non-Exempt

## Position Purpose

The Extended Care Assistant supports daily before- and after-school care by supervising students, assisting with activities, and maintaining a safe and welcoming environment.

## Primary Responsibilities

- Supervise students during extended care hours.
- Assist with activities, homework time, and transitions.
- Maintain safety, order, and positive behavior.
- Follow sign-in/sign-out and attendance procedures.

## Key Performance Indicators (KPIs)

1. Students are supervised safely.
  2. Attendance procedures are followed accurately.
  3. Positive relationships with students are evident.
  4. Reliability and punctuality are consistent.
  5. Teamwork with staff is strong.
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# Summer Camp Teacher

## Position Information

- **Reports To:** Summer Camp Director
- **Position Type:** Seasonal | Non-Exempt

## Position Purpose

The Summer Camp Teacher provides instruction and leadership for learning-focused camp activities, supporting student growth in a fun and engaging environment.

## Primary Responsibilities

- Lead instructional or enrichment activities.
- Supervise students during camp sessions.
- Support positive behavior and engagement.
- Collaborate with camp staff.

## Key Performance Indicators (KPIs)

1. Instruction is engaging and organized.
2. Students are supervised safely.
3. Positive relationships with students are evident.
4. Lesson plans are followed.
5. Professional conduct is consistent.

# Summer Camp Assistant Teacher

## Position Information

- **Reports To:** Camp Leadership
- **Position Type:** Seasonal | Non-Exempt

## Position Purpose

The Summer Camp Assistant Teacher supports instruction, supervision, and daily activities to ensure a positive and safe camp experience.

## Primary Responsibilities

- Assist with activities and instruction.
- Provide unique learning opportunities based on weekly theme and background
- Supervise students and transitions.
- Support camp routines and expectations.

## Key Performance Indicators (KPIs)

1. Students are supervised safely.
2. Instructions are followed accurately.
3. Teamwork and reliability are demonstrated.
4. Positive engagement with students.
5. Professional conduct is maintained.

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*All Extended Care and Summer Camp staff are expected to model Christlike character, follow school policies, maintain student safety, and contribute positively to Shepherd Christian School's mission and community.*

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