



# Job Listing

## ACS Kids Klub Before/After School Aide

### Role Summary

The After School Aide serves as both the educational and a spiritual leader for the after-school Kids' Klub program. The Kids' Klub Aide is responsible for adhering to the policies, regulations, discipline, and procedures of the school to ensure that all students are supervised in a safe, engaging, and loving environment that meets the mission of the school and promotes learning. Christian growth and development require the Kids' Klub Aide to foster and develop an environment where Christ is supreme in all.

### Qualifications

Prior experience working with children in an educational or child care environment.

Time Management

Preferably Liberal Arts School Credits (12 units)

Ability to manage students K-8th

Dependability and Communication Skills

Conflict Resolution in a Christian environment

### Responsibilities

#### **Morning Responsibilities: 6:45-8:30am Monday through Friday**

Arrive on campus at 6:45am to open the cafeteria, restrooms and set up the cafeteria for Kids' Klub. Take attendance, supervise students, maintain order in the cafeteria, and return cafeteria toys and games to their original location, wipe off table tops, pick up trash, and close up the ACS Auditorium and driveway gate.

#### **Afternoon Responsibilities 2:30-6:00pm Monday through Friday**

Arrive at 2:30 to open ACS Auditorium. 2:45pm open driveway gate and open the cafeteria, take roll as students arrive.

Create a location for students needing to complete homework, and assist students who need help. Set up an area for younger students wanting a quiet place to play.

Take students out to the playground. Supervise playground activities and the bathrooms while children are playing.