



## Job Description

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### Position Title: After School Childcare Substitute

#### Purpose of Position

The After School Childcare Substitute is responsible for fulfilling the mission of Des Moines Christian School by providing a safe, loving environment for children who are in our After School Childcare program.

#### Position:

- Part-time
- School Year with summer hours available
- Hourly

**Reports To:** Early Education Director and School Age Program Coordinator

**Evaluated By:** Early Education Director and School Age Program Coordinator

**Salary Scale/Pay Grade:** Teacher Assistant Scale

#### Qualifications:

- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of Bible believing church
- Experience working with children preferred
- Minimum age 18

#### Professional Profile:

- Demonstrates excellence in communication.
- Uses good judgment.
- Possesses problem solving skills.
- Keeps children as the primary focus.
- Models Christ-like behavior in word and behavior both in and out of the classroom.
- Demonstrates consistent spiritual leadership.
- Shows appropriate use of cell phone during scheduled hours.
- Establishes a professional relationship with parents.
- Cooperates well with team members.
- Pursues continuing education as required by the Department of Human Services.
- Maintains a high level of attendance and is punctual.
- Maintains confidentiality of all family records.

#### Responsibilities:

- Responsible at all times for the supervision and safety of the children.
- Help children have a fun time in all activities.
- Partner with other staff to lead and organize games, projects and other activities.
- Be a positive role model for all children.



- Assists with preparation for After School Program and clean up afterward.
- Circulates among the children and is alert to their needs.
- Maintains a clean, orderly and safe space for children.
- Ensure that first aid is given to all children in need.
- Greets parents and children at drop-off and pick-up time.
- Cleans tables before and after food is served.
- Communicates with School Age Program Coordinator as needed on any child safety or discipline issues.
- Attends required staff meetings.
- Performs all other duties as assigned.