

# **Extended Day Student Aide**

## **Brentwood Christian School**

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***Current students only – 16 years of age or older***

***Multiple paid positions are available for the 2019-2020 school year working with Kindergarten-5<sup>th</sup> grade students. The work schedule will be 3:40 pm – 5:00 or 5:30 pm on regular school days.***

**REPORTS TO:** Extended Day Director  
**CLASSIFICATION:** Part-Time; Non-Exempt; School Year

**SUMMARY:** Responsible for supervising, nurturing and caring for children in a Christ centered environment that emphasizes excellence and inspires students to develop their individual God given talents for lives of Christian leadership and service.

### **RESPONSIBILITIES:**

- Assist instructors with managing student classroom and playground activities; assisting with homework as needed
- Foster a positive, Christian environment actively engaging with students to help develop them for Christ
- Perform minor repair to classroom books and games
- Update reward charts on a daily basis
- Perform general administrative duties including calendar upkeep, copies and assistance with program crafts.
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

### **QUALIFICATIONS:**

- Must be currently enrolled as a Senior or Junior at BCS
- Experience working with elementary age students preferred

### **SPECIAL KNOWLEDGE/SKILLS:**

- Good interpersonal and customer service skills
- Effective written and verbal communication skills

### **PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 25 pounds
- Must be able to sit/stand for extended periods of time
- Ability to bend, stoop, kneel and crouch as well as reach overhead
- May occasionally be required to climb on playground equipment
- Ability to respond quickly to students in need of assistance