

# Extended Day Instructor

## Brentwood Christian School

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

**SUMMARY:** Responsible for supervising, nurturing and caring for children participating in the extended day program.

### **RESPONSIBILITIES:**

- Direct and manage 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
- Monitor student behavior and respond appropriately to violations of program policy. Administer rewards program when appropriate
- Effectively communicate with parents about student behavior and progress
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

### **QUALIFICATIONS:**

- Must have a high school diploma or GED
- Experience working with children in an educational or childcare setting preferred
- Must be an active member of a Christian church; Church of Christ preferred

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

- Strong interpersonal and customer service skills
- Knowledge of child development concepts
- 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