



JOB DESCRIPTION

TITLE: EXTENDED CARE
REPORTS TO: PRESCHOOL DIRECTOR
FLSA STATUS: NON-EXEMPT

ABOUT THE POSITION: Extended Care works under the direction of the Preschool Director. The primary responsibility is to supervise preschool students before and/or after school. Extended Care is committed to their work as a God-given ministry, with the motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda and Rose Drive Friends Church, expects its employees to refrain from promoting their own church or denomination.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

Extended Care:

- Must be at least 18 years of age and a high school graduate or equivalent.
- Must have a minimum of 12 completed Early Childhood Education units with passing grades, as required by the State of California Title 22.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Oversee the transition of preschool students to and/or from school.
- Perform a student head count when transitioning to and/or from school.
- Ensure the parent sign-in/out procedure runs smoothly and accurately.
- Provide proper supervision of preschool students at all times.
- Prepare activities and materials needed on a daily basis.
- Maintain a clean and sanitary environment, which includes sanitizing procedures on toys and equipment as assigned.
- Assist students in the bathroom as needed.
- Ensure extended care outside doors remain closed and locked.
- Maintain positive relationships with students, parents, and school staff.
- Attend staff meetings and devotions as scheduled.
- Clock in and out of work duties on a daily basis through ADP.

ABILITY TO:

- Provide safe and loving supervision of students in a preschool setting.
- Maintain a safe, organized, and loving environment for students.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in an extended care environment.
- Develop positive and effective working relationships with other staff members.
- Adhere to FCS policies and procedures.

ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is in a preschool setting; must be able to sit, walk, stand for extended periods of time, carry, lift (up to 20 pounds), reach, stoop, read, write, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan, Health Screening Report, and provide proof of all mandatory vaccinations, as required by the State of California.
- Must maintain federal, state and local certification requirements as necessary, including 16 hours of EMS Health and Safety training.