



## JOB DESCRIPTION

**TITLE:** SUPPORT STAFF and EXTENDED CARE  
**REPORTS TO:** PRESCHOOL DIRECTOR  
**FLSA STATUS:** NON-EXEMPT

**ABOUT THE POSITION:** Support Staff and Extended Care works under the direction of the Preschool Director. The primary responsibilities are to assist preschool teachers and office staff as needed, as well as supervise preschool students before and/or after school. Support Staff and Extended Care are 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.

#### Support Staff and 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):

- Assist teachers with students whenever necessary (i.e. the bathroom, changing clothes, etc.).
- Assist teachers with cutting, making copies, etc.
- Cover playground and crossing guard duty when necessary/assigned.
- Record student attendance and report number changes to the Preschool Director as needed.
- Help set up "Resters" daily and disinfect resting mats weekly.
- Assist with resting laundry weekly.
- Transfer students and the daily sign-in sheet to the Resting Room as assigned.
- Collect the "resting buddies" afternoon snacks and maintain a daily roster as assigned.
- If qualified, substitute for a teacher and cover lunch breaks when necessary.
- Clean and organize the Resource Room and kitchen (including the refrigerator once a week).

- Deliver fliers and notices to parent mailboxes/student cubbies.
- Direct visitors to the front office to sign in and receive a visitor's badge.
- Ensure the outside classroom doors remain closed and locked.
- 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.
- Perform other duties as necessary.

**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 a dynamic classroom or playground environment.
- Develop positive and effective working relationships with administrators, staff, and others.
- Adhere to FCS policies and procedures.

**ENVIRONMENT/PHYSICAL REQUIREMENTS**

This position is in a preschool/daycare 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.