



POSITION DESCRIPTION

| | |
|------------------------------|--|
| Position Reports To: | Assistant Principal |
| Provides Services For: | Administration Faculty and Staff Students Families |
| Professional Qualifications: | High School Diploma or GED For high school students, a letter of reference from high school administrator signifying school attendance and good standing Ability to work with teachers/administration/parents/students |
| Personal Qualifications: | Personal relationship with God through Jesus Christ Person of integrity Evidence of spiritual maturity and clear Christian testimony Exhibits fruit of the spirit in actions and speech Active member of an evangelical church Ability to relate and work well with students/adults Able to maintain confidentiality |
| Supervision/Evaluation: | A formal/informal evaluation by the Assistant Principal each year |
| General Description: | The Charger Care staff member performs general supervision of Students before or after school hours. |

Relationship to Faculty/Staff/Parents:

- Work together as a unit with other team members, rendering formal and informal assistance as necessary
- Support and encourage students, parents, and coworkers

Duties and Responsibilities:

- Effectively supervise and interact with all students reporting to Charger Care
- Provide a safe and loving environment for students during Charger Care
- Support a school climate conducive to learning
- Assist individual students with learning tasks as needed
- Be a godly role model for students
- Communicate regularly with Charger Care Coordinator regarding any concerns
- Maintain a positive attitude toward the school and with students, parents, and administration
- Participate in in-service programs, as assigned
- Maintain supplies, materials, and other KCS properties
- Observe the Mathew 18 Principle in all relationships

- Exhibit confidentiality regarding students
- Perform other duties as assigned

Physical Activities and Requirements:

Ability to perform the essential functions and basic duties of this position, as described above in a timely and efficient manner. Should have the ability to be on feet for long periods of time as well as completing repetitive motions. Exposure to cold/hot from seasonal weather changes, high noise levels, and odors from cleaning fluids.

Mental Activities and requirements:

Ability to perform essential functions and basic position, as described above, in a joyful, stable, and efficient manner.