



## **Walnut Creek Christian Academy**

### **Aide/Extended Care/ WCCA Club Summer Program Worker Job Description**

#### **GENERAL DESCRIPTION**

- Goal:** The aide/extended care/WCCA Club summer program worker shall prayerfully support the administrative, teaching, and ministry functions of WCCA through supervision of students.  
Aides shall also provide office support and assistance in the classroom.
- Overview:** The aide/extended care/WCCA Club summer program worker shall be a born-again high school graduate who feels called of God to serve in the ministry of WCCA. He/she shall have related experience or related post high school education preferred, and shall demonstrate appropriate skills related to student supervision.  
The aide shall also demonstrate skills related to office and classroom support. Other qualifications may be added by the Board as deemed appropriate.
- Employment:** At will.
- Responsible to:** Direct supervision of extended care and aide workers by the Extended Care Director.  
Direct supervision of WCCA Club Summer Program worker by Summer Program Director.  
All positions also responsible to principal.
- Supervises:** Students.
- Evaluation:** Performance of extended care and aide workers will be evaluated by the primary Extended Care Director in conjunction with the principal.  
Performance of WCCA Club summer program workers will be evaluated by the Summer Program Director in conjunction with the principal.  
All evaluations will be in accordance with provisions of the Board's policy on evaluation of personnel and this job description.

#### **REQUIRED PERSONAL QUALITIES**

**The aide/extended care/WCCA Club summer program worker shall:**

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.

3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be at all times, both in and out of school, a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40).
5. Be a member of, and actively involved in, an evangelical, protestant church whose fundamental beliefs are in agreement with the WCCA Statement of Faith (Hebrews 10:25).
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

### **ADDITIONAL PERSONAL QUALITIES**

#### **The aide/extended care/WCCA Club summer program worker shall:**

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meet everyday stress with emotional stability, objectivity, and optimism.
3. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
4. Use acceptable English in written and oral communication. Speak with clear articulation.
5. Respectfully submit and be loyal to constituted authority.
6. Notify the administration of any policy he/she is unable to support.
7. Refuse to use or circulate confidential information inappropriately. Avoid off-the-cuff comments and inappropriate communication of administrative, staff, parent, or student information.
8. Make an effort to appreciate and understand the uniqueness of the community.

### **JOB DESCRIPTION - Essential Functions**

#### **The aide/extended care/WCCA Club summer program worker shall:**

1. Reflect the purpose of the school, which is to honor Christ in every class and every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith through his/her witness and Christian role modeling. Lead students to a realization of their self-worth in Christ.
3. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

4. Integrate biblical principles and the Christian philosophy of education throughout the school program.
5. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and the general public.
6. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
7. Follow the Matthew 18 principle in dealing with students, parents, staff, administration, and the Board.
8. Seek the counsel of administration, teachers, and colleagues while maintaining a teachable attitude.
9. Attend and participate in scheduled meetings.
10. Know the procedures for dealing with issues of an emergency nature.
11. Inform the administration in a timely manner if unable to fulfill any duty assigned.
12. Be a self-starter, working well with and without supervision.
13. Fulfill applicable specific duties professionally and in accordance with school policy and training:

#### **JOB DESCRIPTION - Supplemental Functions**

##### **The aide/extended care/WCCA Club summer program worker:**

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Provide input and constructive recommendations for the school program.
3. Support the broader program of the school by attending extracurricular activities when possible.
4. Perform any other duties that may be assigned by the administration.

##### **Duties of All Aides/Extended Care/WCCA Club Summer Program Workers:**

- Arrive for scheduled duties on time
- Fulfill assigned work schedule; if unable to work, alert supervisor and try to trade days
- **Actively rove** while supervising students to ensure their safety, never leaving students unattended
- Avoid distractions such as socializing with students, parents, or other staff members when supervising students
- Regularly clear areas where students may congregate such as bathrooms, back of gym, locker areas, etc.
- Wear safety vest consistently

- Maintain proper discipline on the school grounds, enforcing school rules with a positive and loving demeanor
- Intercept and direct visitors to office; assist in maintaining a closed campus
- Demonstrate an overall knowledge of school personnel, procedures, and policies
- Be alert for hazards in the playing areas and, if capable, rectify hazardous situations. Inform supervisor and maintenance personnel of noted hazards or needed repairs on school grounds or facilities
- Maintain school boundaries (keep students within fences, cones, etc.) and place cones/gates for safety
- Release students only to authorized persons; require parents to check out students
- Practice safe and appropriate first aid with Universal Precautions; maintain current CPR/first aid certification; notify parents and office of injuries and complete Accident Report Forms
- Ensure equipment is stored properly at end of recess or day
- Be familiar with the list of Medic Alert students and their specific needs to ensure the safety of all students

**Duties Specific to Aides:**

- Effectively assist classroom teachers and/or office staff
- Assist in student drop-off and pick-up, as well as supervising breaks/recesses
- Record discipline problems on recess log
- Relate discipline problems to appropriate person - classroom teacher for most offenses, department chairpersons and/or principal for serious and/or repeated discipline problems. Defer any related discussions with parents to the appropriate faculty member or administrator.
- Maintain supervision of students until they are in the teacher's care

**Duties Specific to Extended Care/WCCA Club Summer Program Workers:**

- Record discipline problems on extended care or summer program log
- Inform extended care director of discipline problems
- Continue supervision until the last child is signed out
- Ensure students are signed in and out, maintaining accurate accounting of student attendance and location
- Maintain illness/injury log

**DATE JOB DESCRIPTION REVIEWED:**

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Walnut Creek Christian Academy  
Aide/Extended Care/WCCA Club Summer Program Worker  
Physical Requirements to Fulfill the  
Essential Functions of this Position**

**FREQUENCY OF REQUIRED EXPOSURE/USE**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONALLY</b>	<b>FREQUENTLY</b>	<b>DAILY</b>
Cold (50°F or less)		X	
Heat (90°F or more)		X	
Gases/Fumes/Dust			
Chemicals/Solvents	X		
Noise			X
Climbing Stairs			X
Crawling or Kneeling			X
Standing			X
Sitting			X
Walking			X
Running	X		
Bending			X
Reaching over Shoulder			X
Pushing			X
Pulling			X
<b>MOVING HEAVY ITEMS</b>			
Lifting/Lowering:			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.			
Lifting over Shoulder:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs			
Carrying:			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs			
<b>OTHER REQUIREMENTS</b>			
On Time Arrival			X
Regular Attendance			X
Summon Emergency Help	X		
Apply CPR/First Aid		X	
Communicate Data			X
Prepare Reports		X	
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye/Hand Coordination			X
Driving			
<b>OPERATE MACHINERY/TECH</b>			
Telephone		X	
Copier/Fax		X	
Computer	X		
Printer	X		
Calculator	X		
AV Equipment	X		