



WESTLAKE

CHRISTIAN ACADEMY

AFTER CARE SUPERVISOR

GRAYSLAKE, ILLINOIS | WESTLAKECHRISTIANACADEMY.ORG | INFO@WESTLAKECHRISTIANACADEMY.ORG

DESCRIPTION

The After Care program at Westlake serves students in preschool through grade six who stay after school. The hours are 3:00–6:00pm, Monday through Friday.

QUALIFICATIONS

- Passion for creating a safe, caring atmosphere while communicating with and responding to the developmental needs of children ages 3–12.
- Proven ability to organize, lead, and oversee subordinate after-care workers effectively.
- Clear, courteous, and professional communication skills with parents, faculty, staff, and administration.
- Punctual, dependable, flexible, and alert to the physical environment to ensure safety.
- Mature, sound decision-making capabilities combined with full compliance with all general institutional faculty/staff requirements.

RESPONSIBILITIES

- Plan and lead daily activities—including homework help, outdoor play, and snacks—while modeling Biblical character principles.
- Maintain continuous supervision, guide student conduct, administer basic first aid, and supervise/evaluate assistant staff.
- Track attendance, calculate hourly billing for the Business Manager, manage supply budgets, and handle daily facility cleaning and inventory.

ACCOUNTABILITY

- Answer directly to the Office Manager.
- Evaluated annually by an Admin Team member.

HOURS, HOLIDAYS, VACATION

- The After Care Supervisor is a non-exempt, hourly, part-time position which carries the expectation of three hours work per day, 3:00–6:00pm from Monday through Friday.
- This position runs during the school year whenever there is After Care provided. Pay for this position is \$18.40 per hour.
- Benefits Summary, as per the Part-Time Benefit Summary Sheet.

SCHOOL PROFILE

- Preschool–12th Grade
- Enrollment: 255
- Founded 1972
- Accredited by ACSI
- Regional accreditation by Cognia
- Recognized by Illinois State Board of Education