



WESTLAKE

CHRISTIAN ACADEMY

AFTER CARE AIDE

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

- Is punctual and dependable
- Conscientious, alert to environment
- Love for children
- Courteous
- Mature, makes sound decisions
- Has ability to communicate clearly with parents, faculty, staff and administration as needed
- All general qualifications for faculty/staff

RESPONSIBILITIES

- Offer outdoor play every day (weather permitting).
- Ensure the safety and accounting of each child and ensure a safe and nurturing environment for the students in the After-Care program.
- Work with the After Care Director to implement a daily schedule of activities: snacks, play, study, etc. appropriate for the age of the children.
- Ensure appropriate conduct of the children in regard to respect and safety towards each other, to adults and school property.
- Interact with children in a way that instructs them in Biblical principles and character qualities.

ACCOUNTABILITY

- Answer directly to the After Care Director and Office Manager.
- Be evaluated annually by After Care Director and Office Manager.

HOURS, HOLIDAYS, VACATION

- The After Care Aide 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 \$17 per hour.
- Benefits Summary, as per the Part-Time Benefit Summary Sheet.

SCHOOL PROFILE

- Preschool-12th Grade
- Enrollment: 265
- Founded 1972
- Accredited by ACSI
- Regional accreditation by Cognia
- Recognized by Illinois State Board of Education

Continued



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RESPONSIBILITIES (CONT'D)

- Record check in and check out times of each student.
- Assist After Care Director with inventorying equipment and toys at the beginning and end of year.
- Address any first aid needs of the children. Work with After Care Director with accidents.
- Regardless of the situation or how late in the evening, no child may ever be left alone.
- Clean room (cafeteria/playground) at the end of the day – this refers to surface cleaning, putting all equipment and toys away, wipe down tables and mats, etc.
- Help children with homework every day.
- Accept responsibility to work beyond job description as needed, particularly in emergency situations.
- Complete any other reasonable duties as assigned.