



WESTLAKE

CHRISTIAN ACADEMY

AFTER CARE DIRECTOR

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

- Leadership Skills
- Communication Ability
- 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
- Has a desire to work with young children, creating a safe, loving, caring environment
- Is organized and can give direction to subordinate workers
- All general qualifications for faculty/staff

RESPONSIBILITIES

- Offer outdoor play every day (weather permitting).
- Ensure the safety and accounting of each child in the program and ensure a safe and nurturing environment.
- Produce and follow a daily schedule of activities (snacks, play, study, etc.) appropriate for the age of the children.

ACCOUNTABILITY

- Answer directly to the Office Manager.
- Be evaluated annually by Office Manager.

HOURS, HOLIDAYS, VACATION

- The After Care Director 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 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

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RESPONSIBILITIES (CONT'D)

- Ensure appropriate conduct of the children in regard to respect and safety towards each other, to adults, and to school property.
- Interact with children in a way that instructs them in Biblical principles and character qualities.
- Record check in and check out times of each student.
- Accurately calculate the times/ hours for students not on the monthly aftercare plan. Provide a copy of this to the Business Manager on a weekly basis.
- Inventory equipment and toys at the beginning and end of year. Let office know if items are lost or broken.
- Help children with homework every day.
- Address any first aid needs of the children. Report accidents via an accident report. Inform administration of any serious injuries as soon as possible.
- Regardless of the situation or how late in the evening, ensure that no child is ever 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.
- Order supplies or equipment as needed and as per budget. Ask Office Manager for guidance on budget.
- Put in writing any maintenance needs. Any maintenance need which is a safety issues should be brought to the attention of the administration immediately.
- Give direction to and formally evaluate the After-Care assistant. Formal evaluations should be conducted once a year.
- Accept responsibility to work beyond the job description as needed, particularly in emergency situations.
- Complete any other reasonable duties as assigned.