

# Immanuel Lutheran Church & School Job Description

**Preamble:** It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

**Job Title:** Extended School Supervision Aide

**Reporting To:** Extended School Supervision Director

**Status:** Non-Exempt • Part-Time

**Salary:** Hourly

**Employment Term:** 10-month position begins on or around August 9<sup>th</sup> and ends on or around June 9<sup>th</sup> annually. Employment is at-will according to the Personnel Policy Manual

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## **Purpose of the Position**

The purpose of the Extended School Supervision (ESS) Aide position is to support the ESS Director and the ESS Assistant in the overall execution of the ESS program and to help provide a loving, Christian environment.

## **Academic / Professional Qualifications**

- At least 16-years of age
- A high school diploma preferred
- Experience in childcare or supervision preferred
- Completion of some high school or college level courses in childcare or education preferred
- Member in good standing of an LCMS congregation preferred
- Positive Christian role model

## **Key Competencies & Skills**

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Personal emotional management
- Work with a sense of urgency
- Work as part of a team
- Multi-task

## **Work Schedule**

The weekly work schedule is determined by the ESS Director according to the needs of the program.

## **Essential Duties & Responsibilities**

- Assist in the implementation of daily activities and program plans under the direction of the ESS Director.
- Maintain a close working relationship with the ESS Director: attend all scheduled planning meetings, regularly discuss the needs of the students, evaluate mutual expectations, and review work being done.
- Assist and supervise a student or group of students during daily activities, in the gym or computer lab, on the playground, on field trips, or during snack time and play time.
- Maintain the discipline of a student or group of students in a fair, firm and Christian manner when needed.
- Perform miscellaneous tasks as requested by the ESS Director (i.e. preparing needed materials and supplies, or setting up or cleaning up an activity).
- Maintain the confidentiality of any information (written, verbal or other form) obtained during the performance of one's duties including information about students, their families, other employees and all school business.
- Other duties as directed by the ESS Director, Principal, or School Board.

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### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal school facility levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal school facilities, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.