

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 Assistant

Reporting To: Extended School Supervision Director

Status: Non-Exempt • Part-Time

Salary: Hourly

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

Purpose of the Position

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

Academic / Professional Qualifications

- At least 18-years of age
- A high school diploma required
- Experience in childcare or supervision preferred
- Completion of some 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.