



HEIGHTS CHRISTIAN SCHOOLS

DAY CARE WORKER JOB DESCRIPTION

GENERAL DESCRIPTION

Job summary: All employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to use their gifts, talents and abilities for God's glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7). Day care workers shall support the effectiveness of the education program by providing care and supervision to the children and shall reflect the purpose of the school, which is to honor Christ at all times.

Hired by: Day Care Director

Responsible to: Day Care Director

Supervises: Students and volunteers

Evaluated: An annual written evaluation by the day care director

Job Classification: Part-Time, Hourly

RELIGIOUS REQUIREMENTS

HCS hires to its mission. In order to further the mission of HCS, all employees must:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and uphold the school's the Statement of Faith and the terms of the Shared Values and Ethics of Employment Booklet (attached) as a condition for employment and continued employment in this ministry.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, regular attendance at a church that is in agreement with HCS' Statement of Faith, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Answer basic questions about the Christian faith, provide religious resources, and pray with students and parents.

PROFESSIONAL REQUIREMENTS

- Possess a high school diploma or a GED equivalent.
- One year of successful experience working with children is preferred.
- Receive a fingerprint clearance to work with children from State and Federal governments.
- Meet state requirements and qualifications for this position.
- Maintain current infant/child CPR and first aid certification.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

PERSONAL REQUIREMENTS

- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an encourager, and a self-starter with a high energy level. Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Be a team player, able to develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.



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- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

PHYSICAL REQUIREMENTS

- All employees receive a Physical Requirements Chart for their specific assignment. Employees must be able to meet the physical requirements to perform the essential functions of their job with or without reasonable accommodations.

ESSENTIAL JOB FUNCTIONS

Spiritual Leadership

- Motivate students and their families to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Foster a Christ-centered, safe, caring and nurturing learning environment in every assignment, and in every activity.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- View students and their families as an opportunity for ministry.
- Pray with, and for, students, parents, staff and administration.

Tasks and Responsibilities

- Give full attention to the assigned group of children, and be responsible for their safety and well-being.
- Attend staff meetings and training programs as deemed necessary by the supervisor.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Enforce lunchroom and playground rules.
- Reinforce and encourage positive character qualities in the children.
- Assist in the communication and enforcement of behavioral guidelines in a fair, consistent, and positive manner.
- Supervise the play area, and guide children into safe play activities. Organize and participate in organized games indoors and outside.
- Carefully observe student behavior while on playground duty. Notify teacher or Day Care Supervisor about any repeated misbehavior or serious problems.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the administration any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

Additional Duties or Responsibilities

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Complete duties effectively and promptly.
- Perform any other duties that may be assigned by the administration.