



Job Description: Student Care Manager

Goal: To provide appropriate supervision of students during unstructured time (before and after school and during lunch)

Reports to: Director of Education

Qualifications:

- Born-again Christian and credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Scriptures. Active member of an evangelical Trinitarian church.
- Accepts and supports the school's statement of faith and indicates a continuing sense of God's direction in working at Lighthouse Christian School.
- Must be at least 21 years of age
- Ability to work as part of a team
- Positive attitude
- Good communication skills
- Demonstrate an attitude of support and encouragement
- Prefer one to two year's experience with school-aged children

Essential Duties and Responsibilities for before and/or after school care:

- Supervise Lighthouse school age children providing different activities/projects to keep children engaged
- Open up Student Care, ready to receive & supervise children
- Manage after school care program and give supervision and management of all after school care workers, communicating specific responsibilities of each day
- Ability to analyze situations and adopt an effective course of action
- Facilitates positive and productive interactions
- Administer and document discipline as needed. Refer to high authority for more serious disciplinary action
- Ability to work as a team member
- Ability to properly administer first aid if necessary & document injuries
- Oversee and ensure that each child is properly checked into and out (parent signatures required)
- Keep accurate records of each student and enter into Renweb weekly
- Daily prepare and serve snacks
- Help with set up and clean up of projects and activities as needed.
- Vacuum and take out trash as needed
- Make sure room is picked up, heat and lights off, and securely lock up After School Care at the end of every day
- Purchase supplies and snacks

Essential Duties and Responsibilities for Lunchroom Supervisor

- Supervise students during lunch and/or recess
- Wash lunchroom tables
- Facilitates positive and productive interactions



Lighthouse Christian School
3008 36st St. NW• Gig Harbor, WA 98335•253-858-5962•www.lcschool.org

- Administer and document discipline as needed. Refer to high authority for more serious disciplinary action
- Ability to work as a team member
- Ability to properly administer first aid if necessary & document injuries
- Help with set up and clean up as needed.

Supervises: N/A

Work Requirements:

- Part time, non-exempt position based upon the school year calendar. Hourly wage as outlined in the annual at-will employment letter. Monday – Friday during school days from 10:55-1:00 and 2:30-5:30.