

Omaha Christian Academy: Afterschool Childcare Staff Job Description

Location: Omaha Christian Academy (2 locations)

Reports To: Afterschool Childcare Director

Work Schedule

Work hours are 3:15 PM – 6:00 PM Mondays through Friday (after school dismissal) when regular school hours are in effect; 2:15 PM – 6:00 PM the last Wednesday of each month (early dismissal/teacher Inservice days); and any employee Inservice days, conferences and school events that may lie outside of regular hours, as required by administration.

Employee Type: Part Time/Hourly

Job Description

Our Afterschool childcare employees play a crucial role in ensuring the supervision and safety of all OCA students attending our afterschool childcare programs (Ages 3-13). Our Mission at OCA is to educate students in light of biblical truth. God's word is woven through our curriculum and guidance at all levels, including our afterschool childcare program. Childcare employees serve as a Christian role model both in and out of school to pupils, and as an example to parents and fellow faculty/staff/board members in judgment, dignity, respect, and Christian living. Childcare employees are expected to abide by all facets of the OCA Statement of Faith, Christian Philosophy, and faculty handbook, as well as compliance with local, state, and federal laws regarding Childcare program management.

Teacher Job Duties and Responsibilities

- Hold and maintain valid local, state, and federal certifications and qualifications or the ability to renew/obtain appropriate certifications and qualifications within 3 weeks of hire.
- Responsible for the set-up and clean-up of program activities for students during the after-school care hours.
- Responsible for following the policies of the afterschool care program, including the daily guidance from the Afterschool Childcare Director regarding interactions with, redirection of and disciplinary steps taken with students in the program.
- Thoroughly understand and be physically able to execute the safety guidelines of the Afterschool Childcare Program.
- Effectively support the Afterschool Childcare Director in communicating with parents/guardians and staff regarding required student documentation, changes to any policies, and behavioral disciplinary actions.
- Check-in and check-out students daily, helping them gather personal items upon parent pick-up.
- Demonstrate excellent organizational skills, time management, both written and verbal communication, and interpersonal skills.

Physical and Mental Demands:

- Must be able to respond quickly in emergency situations.
- Must be able to lift, bend, stand and walk at an appropriate level for a preschool through elementary-level school environment.