



Job Description for Educational Program Support

Essential Job Functions

- Provide adequate supervision to ensure the safety of all students in the program
- Organize and maintain all supplies and materials needed for the program
- Maintain accurate records of child check in and check out
- Maintain a structured atmosphere that accommodates a range of activity
- Provide consistent behavior management
- Carry out discipline in accordance with St. Peter's Day School policies

Technical Requirements

- Must meet health requirements mandated by law
- High school graduate or GED
- Computer literate
- Clear record as determined by a police background check

Spiritual Life

- Ideal candidate evidences a lifestyle that reflects a dynamic relationship with Christ.

General

- Handles confidential matters and material with integrity and humbleness within a team environment.
- Must have a heart focused on ministry, not just a job
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured by

- 30-60-90 Review given by the Principal with input from appropriate staff
- Annual Performance Reviews conducted by Principal

Hours: Part time, hourly

Salary: Commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School