



Before School Care and After School Care Team Lead

10-Month Employee: Part time hourly
(2 Month Summer Camp Available)
School Year Hours: 2 PM – 6 PM
Direct Report: Director of Lower Division

Job Description:

The Before School Care and After School Care Team Lead oversees daily operations of the extended care program, ensuring a safe, engaging, and supportive environment for students outside of regular school hours.

Job Responsibilities:

- Lead and manage daily operations of the before school care and after school care programs
- Ensure all school and program policies and procedures are in place
- Maintain accurate attendance, incidents, and program documentation
- Ensure a secure after school care dismissal process by verifying that students are signed out by authorized adult listed on their approved pick-up list
- Ensure a physically and emotionally safe environment for all students
- Serve as daily point of contact for families
- Communicate and collaborate regularly with the Director of Lower Division regarding student behavior, program updates, and schedules
- Communicate with Director of Lower Division regarding any student behavior, concerns, or needs to ensure any necessary information is communicated with families
- Create and lead engaging and age-appropriate activities
- Assist in organizing materials and maintaining supplies
- Coordinate staff schedules to ensure appropriate supervision during all program hours
- Uphold all school and state safety regulations, including emergency response procedures
- Maintain required certifications

**Live the Biblical Characteristics of Professional Excellence of
Bayshore Christian School**

Minimum Qualifications/Training and Experience

The Before and After School Care Team Lead must have a minimum of a high school diploma

Must present a kind and loving disposition when working with children and other after care employees.

Professional Behavior:

The Before and After School Care Team Lead is an evangelical, born-again Christian.

The Before and After School Care Team Lead will regularly attend an evangelical, Christian church for spiritual growth.

The Before and After School Care Team Lead will adhere to Bayshore Christian School's Faculty and Staff Handbook.

Mission and Vision:

The philosophy of Bayshore Christian School underlies the development and maintenance of the school's entire program. This philosophy encapsulates our motto, vision, mission, and core values.

MOTTO

“We are Bayshore: Scholars, Leaders, Faith Warriors”

VISION

Shaping young people in Christ to make an impact in the world.

MISSION

Bayshore Christian School challenges, develops, and empowers students for leadership by following the example of Jesus to “grow in wisdom, stature, and in favor with God and man.” Luke 2:52

Statement of Faith

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the Statement of Faith accurately represents the teachings of the Bible and therefore, is binding upon all teachers.

- We believe in God, the creator of heaven and earth.
- We believe God created male and female in His image.
- We believe God consecrated marriage as the union of a man and a woman.
- We believe in the trinity: God the Father Almighty, Jesus Christ, his only Son, and the Holy Spirit.
- We believe that Jesus is Lord; that he is divine, that he is God.
- We believe that Jesus was conceived by the Holy Spirit.
- We believe that Jesus was born of a virgin.
- We believe that Jesus atoned for the sins of all mankind when he was crucified.
- We believe that Jesus died and was buried.
- We believe that Jesus was resurrected from death and is alive today.
- We believe that Jesus sits at the right hand of the God the Father Almighty.
- We believe that Jesus will return to this earth to judge all mankind.
- We believe in everlasting life.
- We believe in the Bible as the inspired word of God, inerrant and true.

This job description does not list all the duties of the job. The candidate will also be expected to assist in all-campus activities including but not limited to: Open Campus, Annual Fund, Fun Run, Christmas Musical, Spring Gala

Bayshore Christian School reserves the right to revise this job description at any time.

Above all else, he/she can support and uphold the Head of School and the Administration in all endeavors and presents a united front to students, teachers, staff, Trustees, and all constituents.

Contact Person: Please email a resume and letter of interest to Head of School, Melanie Humenansky at mhumenansky@bayshorechristianschool.org Please include any experience you may have in the area of marketing and communications, coaching, and/or sponsoring extra-curricular activities.