



Aftercare Director Description

Job Posting

Position Schedule: Monday-Friday, 2:15-6:00pm, 10-month August-May school year position, part-time, hourly position.

Minimum Qualifications: Group childcare experience with children in mixed age groups, Experience supervising teenage childcare helpers.

Preferred Qualifications: Teaching licensure and experience

Position Open: The position will be open until filled. A start of July 31, 2026, is required.

Salary Pay Range:\$18-\$26/hour depending on experience and qualifications.

Primary Function:

The primary function of the aftercare director will be to lead the after school childcare program for grades K3-8 to support our school's mission to provide an education that is Bible-centered, academically excellent, and equips students to engage the world for Christ.

Spiritual Responsibilities:

- Affirms that he/she is a born-again Christian who has received Jesus Christ as their personal Savior and Lord (John 3:3, 1 Peter 1:23)
- Gives testimony that he/she has a sense of God's calling to teach at Family Christian Academy for the contracted school year (Romans 12:6-8)
- Demonstrates by precept and example the highest Christian virtue and personal integrity, serving as a Christian role model, both in and out of school, to students (Luke 6:40), parents, fellow staff members, and others (Colossians 3:17; Titus 2:7-8; 1 Thessalonians 5:18, 22-23; 1 Timothy 4:12)
- Faithfully fellowships at a local church whose teachings are in agreement with the Statement of Faith of Family Church and Family Christian Academy.

Description of Key Tasks:

A. Organizational Role

- Maintain clean Aftercare closet and associated materials
- Make sure grade level table signs are set out daily by assistants
- Clearly communicate expectations to assistants
- Maintain accurate records of attendance and insure each student is signed in and out daily

B. Program Management

- Maintains a positive Christian atmosphere in the program by looking for the best in each student, interacting spontaneously with students, and building strong relationships.

- Greet every student and teacher upon check in to Aftercare daily
- Clearly communicate areas where students should store backpacks/snacks
- Establish attention getting signals/callbacks (i.e. “123 all eyes on me”) for the group
- Establish a system for bathroom breaks with supervision in collaboration with the Lower School Principal as the Aftercare supervisor
- Demonstrates a Christ-like attitude with all students participating in Aftercare
- Communicate clear expectations for use of the cafeteria, gym and/or playground with students and Aftercare assistants
- Provide redirection and timeouts as appropriate for student behavior concerns
- Document behavior notices in FACTS as appropriate and communicate such incidents to parents upon pickup

C. Professional Conduct

- Maintains professional behavior in accordance with the Employee Handbook.
- Performs necessary clerical responsibilities.
- Demonstrates the ability to communicate effectively in both written and oral forms.
- Is in attendance and on-time for the scheduled workday and all school-related activities.
- Maintains positive professional interactions with students and parents as well as co-workers.
- Solves professionally related problems biblically and independently.
- Accepts evaluation and redirection and makes necessary changes or adjustments.
- Accepts change in a positive, Christ-like, and professional manner.
- Follows school policies and procedures.