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**After School Care Provider**

**Job Description**

Our Mission

St. Paul Westlake provides an academically excellent education for students in an environment that is Christ-Centered, Compassionate, and Cutting-Edge.

Job Title

After School Care Provider (“Tiger Time” Staff)

Reports To

Tiger Time Supervisor ; School Principal

Overview

St. Paul Westlake is looking for an engaging, independent, and child-loving person to supervise and provide a safe, organized, and caring environment for the children enrolled in the Tiger Time Before School Care program.

Responsibilities

* Work hours vary from 3:15 PM to 6:00 PM
* Ensure students are appropriately supervised according to school rules at all times
* Ensure student pick-up procedures
* Model Christ-like behavior
* As directed, keep records of students who use the program & when they depart
* Engage children in supervised play
* Assist with homework if needed
* Encourage children’s Christ-like behavior among all students
* Maintain classrooms’ toys, games and appearance
* Maintain order and discipline within the classroom among students
* Maintain proper certification: CPR, First Aid, Permits, etc.
* Other duties of interest and needs as mutually agreed upon.

All applicants must be fingerprinted and pass a BCI and FBI background check prior to starting employment.

JL 7/26/2021