

# Job Posting Notice

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## After School Care Monitor

Accepting resumes immediately; Start date August 21, 2024

**Responsibility:** Supervise elementary students staying for After School Care Program  
**Reports to:** Daycare Coordinator

**Specific Duties:**

- Maintain compliance with federal, state, local laws/rules and regulations including ODE and the Health Department.
- Comply with MCS Policies, Rules and Regulations as outlined in the MCS Handbook.
- Monitor and gently correct children's behavior and adapt to the various needs of the students.
- Have patience and compassion suitable for working with young children
- Maintain confidentiality at all times.
- Have the spirit of flexibility and a Christlike attitude in all that is said and done. Demonstrate a Christian professional approach to the school staff and students.
- Notify or confide in the Daycare Coordinator, teacher or principal of any problems that might involve your position or that might occur.

**Daily Duties:**

- Pick up students from car line
- Have students go to restroom and wash hands.
- Students then have a snack.
- Keep an accurate attendance for billing purposes`
- Tutor students and help with completing daily homework.
- Monitor student interaction and ensure student safety

**Qualifications:**

- Must be 18 years of age
- Must have a High School Diploma or GED
- Must have current fingerprint/background check
  - Successful completion of the following training:
    - OCCRRA Orientation Training for Preschool and SACC Staff Members
    - First Aid/CPR
    - Communicable Disease
    - Child Abuse
    - 5 hours per year of CEU Training.
- Meet the contractual obligations of MCS employees as outlined in the application
- Be dependable and flexible

**Terms:**

- Monday – Friday, 3pm - 5:30pm
- Wage to be determined – Current Teacher or Full-Time Employees \$18/hour. Current Part-Time Employees \$15/hour

Send letter of interest and resume to:

**Lucy Jones, Daycare Coordinator**

[jones.lucy@mcsflames.org](mailto:jones.lucy@mcsflames.org)

*Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.*