

Oroville Christian School

EDSS Employee Job Description

Mission: The purpose of EDSS is to provide quality childcare for the families of Oroville Christian School before and after regular school hours. Quality childcare is defined as follows: a safe, stimulating, and nurturing environment where the values taught at OCS and the home are reinforced and modeled for students.

EDSS Mission Statement: The staff at EDSS is committed to creating and maintaining a fun and relaxing atmosphere where kids will feel physically and emotionally safe. Through our words and actions to the students we want to edify and uplift them and invest in their spiritual lives.

Daily Duties and Responsibilities

1. Signing kids IN
2. Initiating restroom breaks and accompanying them to and from the restroom. They are to rarely go unattended.
3. Opening EDSS with prayer and a game
4. Lead a sports activity
5. Lead various games and activities as assigned by the director.
6. Supervise students on the playground, field, etc.
7. Help students resolve their conflicts and report to parents of any incidents
8. Complete an Accident Report for the office and deliver it to parents of any injured student.
9. Initiate Clean-up Time with the students. This includes all toys, projects, etc.
10. No overtime is permitted without the prior consent of the director.
11. Personal cell phones should not cause a distraction to duties. Please inform the Director if you are expecting an emergency call.
12. Initiate, Initiate, INITIATE. Do not sit around waiting for the Director to tell you what to do. See what needs to be done and do it until you are specifically told otherwise.

*Remember, our first priority is the supervision of the students.
Please limit conversations with parents, students, and staff so as
to be always fully aware of the students.*

Protocol:

1. If there is ever an issue between yourself and another employee, we ask that you follow the Matthew 18 principle of going to that person first. If talking to that person first does not resolve the issue, you are free to go to the Director.
2. If there is ever an issue between yourself and the Director, go to the Director and tell her how you feel in an honest, respectful manner.

I have read this job description and fully understand the things expected and required of me. I stand by the mission statements of EDSS and OCS. I commit to doing my best each day, and if an issue arises, I will confront them in an honorable and respectful way.

EDSS Employee

Date