



## **Extended Care Worker Employment Opportunity**

**Job Title:** Extended Care Worker  
**Reports To:** Preschool Operations Manager  
**Prepared Date:** 05.2019

### **Position Overview**

Open Door Christian Schools is seeking a part-time Extended Care Worker for the 2019-2020 school year who will be responsible for caring for children after school. The Extended Care Worker will be a mature believer who embraces the mission of the School, which is to equip disciples through exemplary education.

### **Type of Position**

The Extended Care Worker position is a part-time, nonexempt position that is paid an hourly rate.

### **Required Spiritual Qualities**

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

### **Required Professional Qualities**

- Has a minimum of a high school diploma.
- Has experience with younger children.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

### **Essential Job Functions**

- Supervises children to ensure a safe and nurturing environment.
- Plans activities for children.
- Serves light snacks.
- Assists students with homework as requested.
- Performs light cleaning.
- Appropriately disciplines children as needed.
- Ensures proper check-in and check-out procedures.

- Maintains time records.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

**Contact Information**

Interested candidates should submit a cover letter, resume and the Non-Certified Application (which may be found at [odcs.org](http://odcs.org) under “About” and then “Career Opportunities”) to:

Dawn Daniel, Preschool Operations Manager  
Open Door Christian Schools, Inc.  
8287 West Ridge Road  
Elyria, OH 44035  
[ddaniel@odcs.org](mailto:ddaniel@odcs.org)