

LOS ALTOS CHRISTIAN SCHOOLS

625 Magdalena Avenue, Los Altos, CA, 94024 / Phone 650.948.3738 / Fax 650.949.6092



Join Our TEAM

Job Description “Extended Care Leader”

A person selected for this position will be responsible for supervising children in the aftercare program at LACS.

Qualifications

1. Must be at least 18 years of age or have graduated from high school.
2. Must have a positive and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the School's program and philosophy.
3. Must be able to work M/T/TH/F from 2:45-6:15 p.m. and Wednesday's from 1:45-6:15 p.m.

Responsibilities

1. Supervises the playground, computer lab, gym, and music room.
2. Helps/Supervises children during Homework time.
3. Maintains a professional attitude and loyalty to the School at all times.
4. Treats all children with dignity and respect.
5. Helps to maintain a neat and organized environment.
6. Willing to stay after hours on special School functions (will be compensated).
7. Supervises all activities to ensure safety at all times.
8. Reports to the Director any problem which may occur with the children.
9. Performs additional program duties as assigned by the Director (run organized games, etc.)
10. Greets parents and children with salutations and smiles.
11. Works with other staff members to form a positive, supportive team atmosphere.
12. Never leaves children unattended no matter what the circumstance may be.
13. No cell phone use

Compensation : Starting at \$15.00/hr

Please contact Mr. Andres Leiva (Cell: 408.393.2540 / Email: andres.leiva@lacs.com)