



## **Before- or After-Care Personnel**

**Calvary Baptist School, New Orleans, Louisiana, United States**

**Job-type: Part-Time**

### ***Job Description***

Calvary Baptist School seeks to employ individuals who can effectively supervise and interact with students in the before school or after dismissal program in a designated area and to insure students are engaged in meaningful activities.

### **Performance Responsibilities:**

- Prepare materials and equipment for before or after school activities.
- Lead group activities in an atmosphere where students are actively engaged.
- Maintain a clean and orderly environment for students.
- Supervise students at all times.
- Enforce school discipline rules.
- Provide academic assistance to students when asked.
- Communicate effectively with CBS administration, teachers, students, parents, and other before or after care workers.
- Follow attendance, punctuality, and proper attire.
- Insure adherence to good safety standards, including taking charge and directing children in an emergency.
- Maintain confidentiality regarding school/workplace matters.
- Model and maintain high moral standards.
- Demonstrate initiative in the performance of assigned responsibilities.
- Keep CBS administration informed of potential problems or unusual events.
- Keep all (students, parents, staff) personal and medical information confidential.
- Be familiar with emergency protocols.
- Perform any other duties as may be reasonably requested by the Principal.

### ***Qualifications***

- High School diploma or a GED equivalent
- Ability to work well with children
- Excellent verbal, written and interpersonal communications skills
- Be able to multi-task and have disciplined time-management skills
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school

## **Calvary Baptist School**

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[mycalvaryeagles.com](http://mycalvaryeagles.com)

*Deliberately Christian,  
Deliberately Excellent!*