



Student Care Aide Job Description

General Description: To supervise children during play/eating times. To help advance the mission and vision of United Christian Academy.

Reports to: Student Care Supervisor

Qualifications:

- Must be a born-again Christian.
- Must be a credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Bible.
- Must be able to support and comply with the school's Statement of Faith and Christian Conduct.
- Must be a member of an evangelical, Bible-believing church.
- Must have sufficient health and physical endurance to be able to complete the assigned responsibilities.
- Must have good verbal and written communication skills, with proper command of the English language.
- Able to work well independently, manage time well, and handle multiple tasks.
- Able to work with students of all grade levels (K-12).

Part 1: Personal and Spiritual Responsibilities

- 1.1 Displays a personal decorum that models professionalism, modesty, and good taste
- 1.2 Models Christian virtues in attitude, speech, and action
 - Exhibits the fruit of the Spirit (Gal. 5:22,23)
 - Models and cultivates habits of prayer, faith, and encouragement
 - Commits and contributes to a local church
- 1.3 Maintains good attendance and physical endurance to fulfill job duties
- 1.4 Uses professional etiquette appropriate for Christian school
 - Shows positive, cheerful attitude with parents, students and staff
 - Shows integrity in dealing with confidential information

Part 2: Duties / Responsibilities

2.1 Monitor students at all times

- Be attentive during playtime and eating times
- Clean wounds of injured students
- Fill out accident reports and discipline slips
- Utilizing computer, check students in and out of Extended Care

2.2 Clean, sweep and wipe down playground and eating areas

2.3 Lifting and/or moving tables and chairs and other school-related equipment