



Job Title: Extended School Service (ESS) Team Member

Reports to: ESS Coordinator

Work Schedule: Part-time Mon-Fri; on-campus, schedule to be determined by ESS Supervisor

The following are exceptions to the above work schedule. There will be no scheduled work during the following times:

- a. Thanksgiving Break
- b. Christmas Break
- c. Presidents Break
- d. Easter Break

In addition to the dates above, employee will not have any scheduled work during the summer break unless mutually agreed upon in writing by the employee and Head of School.

Pay Rate: \$20.00/ hour

Position Summary:

Supervise students during before-school, lunchtime, and after-school to ensure a safe, secure, and student-friendly environment that is conducive to student interaction. Prayerfully with a God-honoring, Jesus-focused, and Gospel-centered heart, guide and encourage students to love, serve, and impact the world for Christ.

Key Responsibilities:

- Monitor and supervise students for safety and appropriate behavior.
- Encourage and promote courtesy among children at all times.
- Employ approved, positive discipline techniques when appropriate.
- Relate to children in a courteous and respectful manner.
- Follow proper supervision and sign-in/sign-out procedures.
- Understand all emergency procedures and effectively implement all Lock Down, Fire Drill, and Earthquake protocols.
- Assist in deploying necessary emergency policy/procedures for accidents or injuries.

The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as needed to support the ministry of Venture Christian Academy.

Education, Skills, Experience, and Attributes:

- Completion of at least 2 years of high school and prior work experience.
- Ability to work with children and maintain group behavior.
- Strong interpersonal skills and ability to lead and provide clear direction with children.

Additional Expectations:

- Has received Jesus Christ as his/her personal Lord and Savior.
- Is a member in good standing with Venture Christian Church or at a local, evangelical church that has a Statement of Faith in agreement with Venture Christian Church's Statement of Faith/What We Believe.

Physical Demands:

- Walk, stretch, stand, sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.
- Must be present daily.