



## Job Description

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### Position Title: After the Bell Team Leader

#### Purpose of Position

The After the Bell Team Leader is responsible for fulfilling the mission of Des Moines Christian School by leading and working as part of a team to provide a fun, safe, and engaging after-school care and program for children in grades K-5.

#### Position:

- Part-time, school year - with the option to work in the summer
- Hourly, At-will employee

**Reports To:** Early Education Assistant Director

**Direct Reports:** None

#### Qualifications:

- Experience in teaching and/or childcare/summer camp programs preferred.
- High School diploma or equivalent.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in their personal relationship with Jesus Christ.
- Must be able to pass child abuse and background check.
- Various training prior to or able to obtain after hire: First Aid/CPR, Mandatory Child Abuse Reporting, Universal Precautions, Child Care Essential Pre-Service Training.
- Must be physically able to lift a minimum of 25 pounds and work indoors or outdoors.
- Must be able to assume postures at low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Demonstrates love and concern for students.
- Utilizes critical thinking and problem-solving skills.
- Proven ability to work in a leadership role with diverse groups, including staff, students, administrators, and parents.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in written and verbal communication, and customer service skills.
- Adapts communication style to suit different audiences.

## **Responsibilities:**

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### **Classroom Leadership**

- Collaborates with the EE Assistant Director to develop the structure of the programs based on the interests and needs of students.
- Executes daily plans, provided by the EE Assistant Director, for all After the Bell school hours including no school days, and early dismissal days.
- Effectively manages student behavior, routines, and procedures to create a positive learning environment.
- Supervises children and is mindful of their safety at all times.
- Demonstrates competence in managing student behavior using positive discipline techniques.
- Works collaboratively with ATB associates and communicates effectively with them in order to run an organized classroom.

### **Communication**

- Demonstrates a customer service focus through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to internal and external customers.
- Maintains clear and consistent communication with staff team to provide a seamless schedule and staff transitions throughout the day.
- Works collaboratively with the EE Assistant Director to send a monthly ATB newsletter.

### **Other**

- Meets all applicable licensing regulations.
- Serves others by enhancing the community at DMCS through active participation in school events including but not limited to family fun nights and open houses.
- Attends staff meetings and completes professional development requirements.
- All other duties as assigned.

Revision Date: 08/2023