



Pacific Christian Academy Job Description

Title: Adventure Club Class Lead
Department(s): Extended Day
Hired by: Head of School
Reports to: Director of Extended Day
Supervises: Students
Evaluated by: Director of Extended Day

Job Summary

The Adventure Club Class Lead is responsible for managing and planning the extended day school program. The Class Lead, along with his/her Aide, will supervise EE-6th grade students. He/she will be expected to run a safe, engaging program, giving students an opportunity to play and do homework. The Class Lead must abide by all WACs pertaining to an extended day program. Duties will vary and applicants must be flexible to work with the Pacific Christian Academy team as well as accomplish other duties as assigned.

Required Spiritual Qualities

It is expected that the PCA staff member will ...

- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be a born again, Spirit filled Christian who is in agreement with the PCA mission and vision, Statement of Faith, values, philosophy of education, and policies.
- Acknowledge Christ as Savior and seek to live life as His disciple.
 - Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
 - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40), including being committed to God’s biblical standards for sexual conduct.
 - Share the Christian faith with other people.
 - Have a Christ-centered home.
 - Actively participate in a local Bible-believing church.
- Evidence the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the beliefs, values, purposes, and priorities of the school.
- Maintain high standards of ethics, honesty, and integrity, in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Reflect and teach the mission, vision, and core beliefs of the school.

Required Personal Qualities/Functions

It is expected that PCA staff will ...

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).

- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Manage the classroom and individual students with a firm, grace-filled accountability to high behavioral expectations.
- Manage the details of reporting attendance on the school management software with efficiency and accuracy.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize her/his mistakes and take measures to correct them.
- Be a collaborative team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to those in authority.
- Appreciate and understand the uniqueness of the PCA and local community.
- Place her/his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Required Professional Qualities

It is expected that the PCA Adventure Club Teacher will have the following:

- High school diploma or equivalent.
- One year related experience working with school age children, preferred.
- Ability to work in a team environment with various levels of staff.
- 30 hours STARS or willing to obtain as quickly as needed.
- A clear Washington State Portable Background Check.
- A current First Aid/CPR card or willing to obtain immediately.
- HIV/Aids and Bloodborne Pathogen training/card or willing to obtain immediately.
- A TB test within the last year or willing to obtain immediately.
- DCYF required training.

Essential Duties & Responsibilities

- Pray for God's blessing on the families and staff of PCA.
- Duties include but are not limited to:
 - Create plans for students: activities, crafts, and games.
 - Supervise and conduct classes according to school policy and Washington State Licensing requirements (WAC's).
 - Shop for snack items & supplies.
- Ensure adequate supervision for all students in Adventure Club.
- Facilitate a strong sense of school spirit.
- Perform other duties as assigned by the supervisor.

Summary of Essential Job Functions

- Able to listen carefully and respond with grace and understanding to all members of the school community.

- Able to manage time and prioritize daily and weekly tasks.
- Able to manage the physical, emotional, and mental aspects of the job.
- Able to walk forward and backwards.
- Able to lift or carry classroom supplies, textbooks, furniture, and equipment to a maximum of 35 pounds.
- Able to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis.
- Able to perform repetitive physical tasks such as computer keyboarding.
- Able to monitor students in a variety of locations including those with noise, with activity, and during inclement weather.

Work Environment

Most responsibilities occur in the after school classrooms and on the playground. All personnel are required to perform duties outside of their normal responsibilities from time to time. Duties, responsibilities and activities may change at any time without notice.

Work Hours & Compensation

The Adventure Club Class Lead is usually a part time, school year only responsibility. The hours are normally Monday – Friday, 6:30 a.m. – 7:45 a.m. and/or 2:30 p.m. - 6:00 p.m. Salary range, minimum wage - \$24.00, is based on qualifications and work experience. Hourly employees do not normally work over Christmas, Easter, and 4 day weekend vacations, and therefore must plan ahead for days they receive no wages.

Please Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.