



## Job Description for CMS Aftercare Supervisor

<b>Position Type</b>	Non-Exempt (part-time)
<b>Compensation</b>	Hourly
<b>Supervisor</b>	CMS Principal
<b>Primary Duties</b>	Supervise a group of 1 to 30 middle school students and oversee daily activities Monday through Friday 3:30-6:00 p.m.
<b>Education Requirement</b>	High School Diploma, CPR Preferred
<b>Experience</b>	Basic communication and interpersonal skills with middle school students and parents.
<b>Physical requirements</b>	Must be able to sit and/or walk for at least 2.5 hours; must be able to work in a small space; must be able to communicate by email, phone, and in person with faculty, staff, students, and parents; occasional lifting of items weighing more than 15 pounds. May require some late evenings. Reliable and punctual attendance is essential for this job.
<b>Job Requirements</b>	Adhere to the LWCS Board Policy Manual, ideal-employee profile, and employee handbook.
<b>Essential Function</b>	Supervise a group of middle school students during indoor and outdoor activities; monitor homework; classroom management.
<b>Equipment used for this job</b>	General office and school equipment, as well as basic outdoor sports equipment.

*“The mission of Living Word Christian School is to assist Christian families in equipping students with a Christ-centered education, empowering them to impact the world for the glory of God.”*