

Job Description

TITLE:

Centered Care Caregiver

SUPERVISOR:

Centered Care Director

OVERVIEW:

The Centered Care Caregiver is responsible for supervising and caring for students in the Centered Care after-school childcare program at St. John School. Caregivers provide a safe, structured, and nurturing environment for children ranging from 2 year-olds through 8th grade, adapting their approach to meet the unique developmental needs of each age group.

RESPONSIBILITIES:

We have 4 different classrooms for different ages: 2/3-year-olds, 4/5-year-olds, Kindergarten - 2nd grade and 3rd – 8th grade. The needs of the students vary from room to room, but all our caregivers are responsible for:

- Greets students and their families in a warm, welcoming, and timely manner at arrival and dismissal.
- Actively engages with students through age-appropriate games, activities, reading, conversation, and creative play.
- Attends to students' physical needs, including snack time, bathroom breaks, and diaper changing for the youngest children.
- Models positive behavior and healthy communication strategies, speaking to all students with respect, patience, and care at all times.
- Maintains a consistently safe classroom environment for every student.
- Communicates observations or concerns about student well-being to the Centered Care Director in a timely manner.
- Performs other duties as assigned by the Centered Care Director.

QUALIFICATIONS AND EXPERIENCE:

- Genuine enthusiasm for working with children of all ages.
- Prior experience in childcare, education, or a related setting preferred.
- Strong communication skills with both children and adults.
- Must be at least 16 years of age.
- Ability to maintain composure and exercise sound judgment in a fast-paced, child-centered environment.

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WORK SCHEDULE:

This is a part-time position with flexible scheduling based on caregiver availability. Program hours are 2:30–5:30 PM, Monday through Friday, during the St. John School academic year.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

The physical demands described below are representative of those that must be met to successfully perform the essential functions of this position. St. John Lutheran School is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state law.

- Regularly required to stand, walk, bend, kneel, and sit on the floor when supervising and engaging with children.
- Must be able to lift and carry children or materials up to 30 pounds occasionally.
- Requires frequent use of hands for activities, crafts, and childcare tasks.
- Must be able to speak clearly and hear in a lively classroom environment.
- Vision requirements include close, distance, and peripheral vision sufficient to supervise children safely.
- Work is performed primarily indoors, with occasional outdoor supervision on the school grounds.