Position of Shining Stars Extended School Care Director

**General Description**:

The Shining Stars Extended School Care (ESC) Director will direct, manage, and supervise all aspects of the school year ESC program, ensuring that the safety, security, and Christian care for our students during their time in Shining Stars ESC. The director will train and properly supervise staff so that all workers diligently supervise the entire area of the playground and Shining Stars ESC room, working cooperatively with other supervisors and faculty members. Finally, the director will share with children and parents the love of Christ through personal interaction and through assistance in resolving conflicts.

**Qualifications:**

1. The faculty and staff of Trinity Lutheran School shall be spiritual, educational, and professional leaders of the school and church community.
2. The faculty and staff shall reflect and commit to the school’s Mission and Philosophy and the overall ministry and well-being of Trinity Lutheran Church and School.
3. The Shining Stars ESC director shall have education in child care or education, or be willing to work towards his/her Child Development Associate (CDA).
4. The Shining Stars ESC director shall demonstrate an interest in working with children, and shall accept the call of God to serve in this ministry.
5. The Shining Stars ESC director shall be fully trained in current First Aid and CPR, Mandatory Reporter, and Blood borne Pathogens, and will update this training on a periodic basis (at the school’s expense).
6. The School Ministry Team may add other appropriate qualifications at any time.

**Responsible to:**

The Shining Stars ESC Director is accountable to the school administrator and program coordinator.

**Supervises:**

The ESC Director is responsible for supervising Shining Stars ESC staff and students under their care.

**Shining Stars ESC Director Responsibilities**

**As a spiritual leader at Trinity Lutheran School I will:**

1. Continue to develop a personal relationship with Jesus Christ through prayer and regular enrichment in the Word of God. (Regular enrichment is demonstrated through activities such as group Bible study, Sunday school instruction, daily Bible devotions, for example).
2. Exemplify the Christian faith and life, serving as a role model (1 Timothy 4:12) both in and out of school to pupils and as an example to parents, fellow faculty and staff members, members of the congregation and to the community-at-large in judgment, respect, and Christian living.
3. Function in an atmosphere of love and order characteristic of the Body of Christ at work and lead others toward Christian maturity.
4. Exemplify Christian discipleship and witness and live in Christian unity with members of the congregation and school.
5. Associate closely with God through regular communion and church attendance and actively participate in congregational activities.
6. Clearly articulate the purpose of Trinity Lutheran School.
7. Follow the spirit of Matthew 5:18 to resolve differences with parents, colleagues and members of the congregation.
8. Emphasize to students the reality of their self-worth in Christ, thinking positively about them and their capability.

**As a leader at Trinity Lutheran School I will:**

1. Support the faithful teaching of the Word of God as understood and taught by the

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1. Accept, adhere to, and promote, without reservation, Trinity Lutheran Church School’s Mission Statement.
2. Respect the intrinsic value of each child through attention to his/her spiritual, social, emotional, physical, and academic needs.
3. Supervise Shining Stars ESC staff, correcting errors as necessary, and report to administrators of any staff member concerns.
4. Schedule employee’s hours and ensure hours are recorded properly.
5. Arrange for substitute workers when someone is unable to attend a scheduled shift.
6. Prepare weekly statements for families.
7. Provide for structure in the Shining Stars ESC program, seeing that healthy food and activities are planned appropriately.
8. Purchase food and supplies.
9. Attend at least two all-staff meetings/retreats.
10. Prepare all printed materials.
11. Maintain regular communication with parents.
12. Implement the school’s playground rules, discipline policies and procedures.
13. Establish rules for management and discipline that are appropriate to the needs of ESC, founded on Christian disciplinary principles.
14. Diligently supervise the children, stopping activities that may prove physically or emotionally harmful.
15. Communicate with the administration concerning any occurrence in Shining Stars ESC that may impact the continuing relations of the student & family to TLS.
16. Assist students in resolving conflict in a Christ-like manner.
17. Be punctual for all scheduled duties.
18. Know, rehearse, and be able to execute basic first aid, CPR and school emergency procedures.
19. Received training as a Mandatory Reporter and in Blood borne Pathogens.
20. Inform the administrator if unable to fulfill any assigned duty.

**As a professional leader at Trinity Lutheran School I will:**

1. Implement all policies governing the operation of the school.
2. Commit myself to changes in personal and professional behaviors that promote growth of self and others.
3. Maintain a teachable attitude by seeking the counsel of the administration, pastor, colleagues and parents.
4. Refuse to use or circulate confidential information inappropriately.
5. Demonstrate enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
6. Meet everyday stress with emotional stability, objectivity, and optimism, looking for the good in all situations.
7. Remain objective when solving problems, looking for multiple solutions, believing problems can be constructively managed and soliciting input from all affected when problem-solving.
8. Effectively communicate thoughts and feelings while listening to others in an open manner.
9. Establish and maintain positive, loving, respectful, mutual relationships with others, following the example of Jesus Christ.
10. Be accessible and responsive to teachers and parents.
11. Be accountable to administrative supervision.
12. Show respect and be loyal to all people of authority as defined in the Trinity Lutheran Church and School constitution.
13. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
14. Intentionally promote the uniqueness of the school and church community wherever and whenever possible.
15. Represent the school in a favorable, Christian and professional manner to the school constituency, congregation and community.