



BRENDA BARTON
ELEMENTARY PRINCIPAL

DAVID GANTT
MIDDLE SCHOOL PRINCIPAL

Job Description - Extended Care/Playground Staff/Bear Club

A. Qualifications

- a. One who has received Jesus Christ as Lord and Savior.
- b. Should be a regular attendance at an evangelical church.
- c. Should be 18 years of age. *(Special accommodations and hours may be made for a 16/17 year old with a work permit from their high school.)*
- d. Must enjoy working with children.

B. Duties

- a. Be on time for work each day.
- b. Supervise and mingle with children at all times.
- c. Follow and enforce playground rules
- d. Encourage study time and answer questions.
- e. See that each child is properly signed out by a parent.
- f. Completes all assignments given by the director.
- g. Be at the place of duty at the assigned times.
- h. Position themselves on the playground where they can observe all the students as much as possible.
- i. Move around the playground to observe the students activities during play time
- j. Avoid social talking to other supervisors that detracts attention from responsibilities.
- k. Investigate any injuries to a student to determine if the student should be sent to the office or if additional help is needed for the students. Stay with an injured student until they are helped, Avoid moving a student in the event of a neck injury.
- l. Clean tables and benches as assigned or supervise students completing of same.
- m. Discipline students who have had minor misbehaviors and refer major discipline situations to the office.



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C. Standards

- a. Remember that you are a role model for the students. Let them see you as an extension of Jesus Christ.
- b. Be loyal to the school and your team members. Don't criticize,
- c. Feel responsible for all the students under your care regardless of sex, race, or religious belief.
- d. Watchful supervision while on duty is not an option but a crucial mandate. The safety of the students rests in your hands.
- e. Dress appropriately for playground work but keep clothes modest and in good taste. Shoes should have closed toes and be comfortable. No tank tops, halters, or bare midriffs. Wear your "Bear Club" vest at all times while on duty.
- f. Do not use rough or demeaning language with the students.
- g. Do not use physical force in handling students.

D. Relationships

- a. The Playground/Bear Club staff person is responsible directly to the Bear Club Director and Assistant Director, then ultimately to the LCS School Principal, and accountable to all LCS personnel policies and procedures set forth by the school board.

E. Terms

- a. This is a 1 year at-will part-time position, which follows the academic calendar.