

LIBERTY CHRISTIAN SCHOOL

A MINISTRY OF LIBERTY CHURCH

Libertychristianschoolmd.com

Libertychurchpca.org

Title : Extended Care Provider and Front Desk Coverage

Hourly Part-Time Position, 10-15 Hours.

OVERVIEW

Liberty Christian School is a private Christian school located in Owings Mills, Baltimore County. Founded by Liberty Church in September 1980, the school has long been a vision of the church leaders and members to serve the Baltimore and Carroll County communities. The mission of Liberty Christian School is to partner with Christian families to provide a quality Christ-centered education. The vision of Liberty Christian school is to prepare graduates spiritually and academically to impact the world for Christ.

RESPONSIBILITIES

- Be knowledgeable of and adhere to all policies, rules and guidelines
- Follow Aftercare schedule and assist with homework as needed
- Provide activities and an engaging environment
- Implement practices to provide a safe environment for all students and staff
- Maintain a secure building making sure all students are accounted for
- Answer phones and monitor the coming and going of the building

QUALIFICATIONS

- High School Diploma or equivalent
- Trained in Basic First Aid/CPR and Medication Administration or be willing to seek and maintain certification
- Ability to take primary responsibility for diverse number of tasks and to complete them in a timely manner
- A role model for students in conduct and character
- In agreement with and willing to abide by the statement of faith, personal standards, and statement on marriage, gender and sexuality.
- Physically be able to stand for long periods of time, lift 50 pounds and move about the classroom.
- Successfully pass doctrinal review based on Westminster Confession

PHYSICAL CONDITION AND NATURE OF WORK

Duties performed in school settings include the cafeteria/gym, playground and other assigned spaces. Frequent walking, standing, lifting up to 50 pounds and other limited physical activities are required.

CHAIN OF COMMAND

Directly responsible to Head of School, Assistant Head of School, Team Leader