



Oroville Christian School

Role Description

Job Title: EDSS Team Member

Organizational Supervisor: Debra Ward
Alignment: Administrator/Principal

FLSA Status: Non-Exempt
Job Status: Part-Time-Max. 15
Employee:

Goal and Purpose of Oroville Christian School

We believe that it is the parent's responsibility to train up a child in the way he/she should go. Our goal is to assist parents in preparing their children for life by leading them to Christ, equipping them with strong academic skills, developing a sound biblical worldview, and nurturing godly character.

Our goal is to provide students with a high-quality elementary Christian education and to teach our students principles from God's word that they will apply to every aspect of their lives.

Job Duties

Essential duties and responsibilities, i.e. those that are basic, necessary, and an integral part of the job, are indicated below.

Spiritual

- Maintain a daily personal devotional life so as to be prepared spiritual for the demands of each teaching day.
- Demonstrate, by example, love and obedience to Christ and His word. Motivate students to accept God's gift of salvation and help them grow in their faith.
- Attend an evangelical church and serve in a church ministry as the Lord leads.

Management

- Pick up students after school and escort them to the EDSS room
- Sign in each child (name, date, and time)
- Monitor sign-out by parents
- Assist children with their homework
- Assist Team leader as needed
- Learn and enforce all playground rules.
- Secure campus at the end of the evening shift. Check facility doors. Make sure all buildings are locked and alarmed. Shut campus entry gate if you are the last one on campus. (If team Leader is not on campus.)

Communication

- Maintain effective communication with the students, parents, team members, faculty, office staff, and administration.
- Clearly communicate compassion and empathy to all students in keeping with the mission of the school.
- Follow the Matthew 18 Principle when dealing with conflicts and personal problems that arise between individuals.

Oroville Christian School

Role Description - EDSS Team Member

PHYSICAL: The employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands, and fingers to handle or feel, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee will lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is regularly in a typical school/classroom environment with adequate light and moderate noise levels.

SITE: EDSS staff must assist in gathering children together on the parking lot into a cohesive unit and to be able to move the children from an area on the parking lot and into the building.

BUILDINGS: Students in each individual classroom are required to move about in the buildings from the classroom to the lunch area, the chapel and/or the school office. EDSS staff must be able to accompany students in the hallways or in other places in the building as they move from one location to another location.

CLASSROOM: Must have sufficient vision and hearing to allow for active supervision and interaction with students. May be required to move children's desks, work tables, chairs, or reconfigure room (on occasion).

SUPERVISION: Indoor (classroom, play areas): EDSS staff must be able to actively supervise students within the classroom or in the gymnasium area for indoor/outdoor recess. Outdoor (playground, parks, parking lots): EDSS staff must be able to supervise students in their classroom or while on the playground, parking lot, or park. Overall Supervision (in all areas): Students cannot be left unattended at any time and/or left alone without the presence of a teacher, aide, staff, or OCS approved/fingerprinted adult(s).

ATTENDANCE: EDSS team members are expected to work their weekly scheduled hours except in the case of personal illness or family crisis. Consistent absences or tardies will be reflected in the annual review. Personal vacations should be scheduled during school breaks or during summer vacation. See board policy section 3.006. If time off is needed, contact the school administrator.

EMERGENCIES: An EDSS staff member must be able to quickly summon help when an emergency arises either in the classroom, gymnasium or on the playground. They are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

Competencies:

General:

- Spiritual Maturity
- Effective Communication
- Influence/Contribution
- Relationship Building/People
- Stewardship

Employer Disclosure Statement:

The statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned. Nor is this job description intended, in any way, to be an employment contract. Your employment continues to be at-will. You, or Oroville Christian School may terminate employment at any time for any reason.



Oroville Christian School

Role Description

Job Title: EDSS Team Leader

Organizational Supervisor: Debra Ward
Alignment: Administrator/Principal

FLSA Status: Non-Exempt
Job Status: Part-Time-Max. 24
Employee:

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Job Duties

Essential duties and responsibilities, i.e. those that are basic, necessary, and an integral part of the job, are indicated below.

Spiritual

- Maintain a daily personal devotional life so as to be prepared spiritual for the demands of each teaching day.
- Demonstrate, by example, love and obedience to Christ and His word. Motivate students to accept God's gift of salvation and help them grow in their faith.
- Attend an evangelical church and serve in a church ministry as the Lord leads.

Management

- Pick up students after school and escort them to the EDSS room
- Sign in each child (name, date, and time)
- Monitor sign-out by parents
- Assist children with their homework
- Record hours of attendance for each family and turn in to the school bookkeeper. Note: All other financial aspects of EDSS are the responsibility of the Administrator and/or bookkeeper
- Turn in time cards on the assigned day
- Purchase EDSS supplies
- Turn in receipts monthly for reimbursement
- Stay within the \$500 yearly budget
- Plan and post a weekly schedule
- Learn and enforce all playground rules.
- Secure campus at the end of the evening shift. Check facility doors. Make sure all buildings are locked and alarmed. Shut campus entry gate if you are the last one on campus.

Oroville Christian School

Role Description - EDSS Team leader

Physical Demands and Work Environment: - The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL: The employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands, and fingers to handle or feel, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee will lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is regularly in a typical school/classroom environment with adequate light and moderate noise levels.

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ATTENDANCE: The EDSS team leader is required to work the following hours:

Mornings: 7:15-8:45 **Afternoons:** M-T-TH-F 3:15-6:00 PM **Wednesdays:** 1:15-6:00 PM unless prior administrative permission is granted. Consistent absences or tardies will be reflected in the annual review. It is expected that the EDSS staff are committed to work daily, except in the case of personal illness or family crisis (CAHFA 24 hrs.). Personal vacations should be scheduled during school breaks or during summer vacation. See board policy section 3.006. If time off is needed, contact the school administrator.

EMERGENCIES: An EDSS staff member must be able to quickly summon help when an emergency arises either in the classroom, gymnasium or on the playground. They are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

Competencies:

General:	-Spiritual Maturity
	-Effective Communication
	- Influence/Contribution
	-Relationship Building/People
	-Stewardship

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