



**HOLY CROSS LUTHERAN SCHOOL**  
**304 SOUTH STREET**  
**COLLINSVILLE, IL 62234-2619**  
**618-344-3145**

## **HOLY CROSS JOB POSTING**

**POSITION:** Part-Time Before and After School Care

**DATES AND TIMES:** When School is in Session; not to exceed 20 hours per week  
Before School Time - 6:30 a.m. to 8:45 a.m.  
After School Time - 3:15 p.m. to 6 p.m.

**POSTING DATE:** June 14, 2022

**CLOSING DATE:** July 15, 2022

**START DATE:** August 17, 2022

### **JOB POSITION:**

The Before and After School Care personnel are in charge of supervising students before and after school by giving directions, guidance and at times, discipline during the times listed; monitor the safety of students and be able to account for students at all times; develop a procedure for welcoming and releasing students; record daily attendance; communicate with parents to any issues regarding their child; and serve as a liaison between the before/after school care program and the principal and/or staff.

### **QUALIFICATIONS AND DUTIES:**

- Must be high school graduate
- Have flexible work hours
- Have the ability to supervise students within the school building
- Have the ability to use independent judgment and demonstrate initiative to act in accordance with established policies and procedures
- Have the ability to follow oral and written directions
- Have some knowledge of the field of child development and student management techniques
- Communicate in a manner that is consistent with the Holy Scriptures and the confessional basis of the Lutheran Church - Missouri Synod

### **HOW TO APPLY:**

Please email a letter of interest to:

**EMAIL:** [office@holycross-collinsville.org](mailto:office@holycross-collinsville.org)

**SUBJECT:** Before/After School Care

Skills/Qualifications: Organization, especially organizing groups of people involved in activities occurring in various locations. Communications, verbal, written and interpersonal. Hold a degree in elementary education, early childhood education, child development or a closely-related field from an accredited university; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the position. Must also be certified in CPR and First Aide.