



**Lion Care  
Before/After Care Co-Teacher  
Job Description**

Functions:

The Lion Care Before/After School Teacher is responsible for the supervision and coordination of the Lion Care program. The Coordinator is directly responsible for planning and organizing all activities for Lion Care. This person will work in tandem with our other Lion Care Teacher.

Immediate Supervisor:

This position reports to the School Leader.

Hours of Work

- This position is approximately 4 hours of work per day/20 hours per week when school is in session.

Qualifications

- Must possess a high school diploma or equivalent.
- Must be at least 18 years of age.
- Must have two years of previous experience working with elementary school aged children.
- Must pass a background check.
- Must have strong technological skills and ability to help students with homework.
- Possess basic knowledge and understanding of school aged children.
- Be a self starter and perform duties with little supervision.
- Possess the ability to communicate verbally and in writing.
- Possess the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
- Must be in good physical condition.
- First Aid/CPR certification preferred (school can provide training).

Daily Schedule

- AM Arrival: 6:45am
- Students arrive: 7:00am



ÉCOLE  
**ST LANDRY**  
SCHOOL

- Students go to class: 7:55am
- Morning duty/breakfast duty: 7:55am to 8:45am
- PM Arrival: 3:30pm
- Afternoon dismissal duty: 3:35pm to 4:00pm
- After care: 4:00pm to 5:30pm
  - Parents are charged late fees for picking up after 5:30pm but late arrivals do happen and the coordinator is responsible for staying with students until their parents arrive
  - Once all students have left (even if before 5:30pm), the coordinator is free to leave.

### Duties and Responsibilities

#### Essential Functions:

- Provide students with the appropriate leadership in their care.
- Develop and plan activities that incorporate program goals into the daily routine.
- Provide a warm and caring atmosphere for students.
- Maintain open communication with school personnel.
- Prepare activities that are developmentally appropriate for the age of the children.
- Communicate with the parents through daily drop-off and pick-up.
- Maintain a safe environment for participants.
- Maintain records of attendance and sign-in/out sheets and turn them in to the Administrative Office Manager
- Attend staff meetings.
- Maintain a positive attitude toward co-workers, parents, and visitors.
- Report any problems that arise with participants, parents, and/or other employees
- Responsible for all activity and room preparations for the program.
- Keep the learning space neat and orderly.
- Keep the storage area orderly and well inventoried.
- Request supplies for the program from the Administrative Office Manager
- Follow and enforce school policies and procedures.
- Assist with program purchases.

#### Marginal Functions:

- Make recommendations to the supervisor for improvement on equipment, supplies, facility and program needs.



ÉCOLE  
**ST LANDRY**  
SCHOOL

- Set up and move furniture.
- Clean up the classroom space at the end of each day.
- Be flexible and adaptable to new situations.
- Assist in other programs as needed.

Environmental Considerations:

- May be exposed to all weather conditions. May be required to work in various temperatures within the facility and outside.

Cognitive Considerations:

- Must be able to effectively coordinate with staff and keep the program organized.
- Must be able to work closely with staff and other employees and set an example for the staff as well as participants.
- Ability to use good judgment and effective problem solving skills.
- Maintain proper administrative paperwork. This includes but is not limited to time sheets, attendance sheets, leave request forms, and accident/injury forms.
- Uphold and enhance the public image of the school.

Psychological Considerations:

- The coordinator must resolve differences and problems that arise with parents, students, and employees. The worker may also have to work under stressful situations when first aid or CPR is required.

**EVALUATION:**

Performance of this job will be evaluated by the school leader in accordance with the policies and procedures of the school and/or district.

**COMPENSATION:**

This position is a part time position and is paid once per month. The position is classified as a non-exempt hourly employee status and will work from 0-20 hours per week. The hours worked on a daily basis may vary. This position is not paid when school is not in session.

**WAGE:** Position begins at \$15-\$20/hour, dependent on educational level, experience, and certifications held.



ÉCOLE  
**ST LANDRY**  
SCHOOL

---

### **About École Saint-Landry**

The mission of our school is to prepare students from the Acadiana region to be academically proficient, bilingual, and globally competent. Our school will close the gaps of academic achievement and support the local community in their efforts to preserve and revitalize at-risk cultural assets by offering an innovative, research-based French immersion education to students. Borrowing from the motto of Hawai'i's immersion program, Ka'Umeke Kā'eo, École Saint-Landry will be a school "inspired by our past, empowered by our identity, [and] prepared for our future" in order to play an important role in our community's revitalization.

The vision of our school is that graduates of École Saint-Landry will be citizens who possess the knowledge, attitudes, skills, and behaviors necessary to thrive in today's increasingly interconnected world. The students of École Saint-Landry will become cultural assets in their own right and will be ambassadors of global competency. Their successes will represent the effectiveness and power of biliteracy in our community and beyond.

École Saint-Landry accepts students of all abilities. École Saint-Landry does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794).

For more information on our school, please go to <https://www.ecolestlandry.org>