First Presbyterian Academy

Greenville, SC

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| Job Title: **Afterschool Enrichment Team** |
| Supervisor: Director of Afterschool Enrichment |
| Subordinate(s): None |
| Part/Full-Time: Part Time |
| FLSA Status: Exempt |

**POSITION OVERVIEW**

Under the supervision of the Director of Afterschool Enrichment, the Preschool Enrichment Team will assist in the development, coordination, and implementation of after school care for the lower school (K5-5th) students on the First Presbyterian Academy at the Shannon Forest campus. This position is a part-time position and requires the ability to work 2:30-6 pm, Monday through Friday.

**GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA**

* A committed follower of Jesus Christ who loves children and desires to see them walk in the truth
* Passionate about living out his/her calling through the Christian education of our children
* Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship
* In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page
* Devoted to personal and professional excellence
* A member in good standing at a local evangelical church
* Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

**QUALIFYING CHARACTERISTICS**

* Committed to maintaining an appropriate degree of confidentiality and professionalism.
* Ability to work as a part of a team
* Demonstrates good oral communication skills
* Ability to be respectful, friendly, nurturing, and attentive to others

**ESSENTIAL DUTUES**

* Maintain accurate and current attendance records
* Maintain an orderly and clean environment
* Ability to setup and take down various activities/games
* Oversee and facilitate the general safety of the classroom environment as well as the outdoor play areas
* Ability to address individual needs of students
* Prepare activities to address both whole group and individual needs
* Ability to help with homework/studying

**PHYSICAL REQUIREMENTS**

* Ability to evacuate students in the event of emergency
* Ability to sit, bend, kneel, and stand as needed in interactions with students
* Ability to talk clearly and to hear
* Ability to lift 40lbs

Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators