Position Statement
After School Assistant

The School:
Pine Crest School is a not-for-profit, independent, all-faith school with two campuses in Fort Lauderdale and Boca Raton, Florida serving more than 2,600 students in grades pre-kindergarten through twelve. We believe in educating a generation of students to be emotionally intelligent, intellectually inspired, and prepared to change the world.

The Position:
The purpose of this position is to assist Pine Crest School after-school programs, providing after school care while addressing the recreational, social, safety, and enrichment needs of the children served by the program.

The Essential Job Functions:
- Ensure the safety and well-being of the students with play and interactions
- Assist with children's snack time
- Manage sign-in and sign-out
- Supervise playground
- Supervise all activities
- Confer with After School Coordinator and/or Director of Auxiliary regarding child's behavior issues and progress.
- Promotes a positive environment and team-oriented approach to work.

Essential Performance Characteristics
- Makes effective use of technology, as applicable to the position
- Promotes a positive environment and a team-oriented approach to work
- Establishes and maintains cooperative and effective working relationships with others
- Adheres to department dress code in a professional manner
- Keeps supervisor advised of all developments; consults with supervisor when conflicts or disagreements arise and performs in a professional, supportive manner that leads to greater productivity within the department and organization
- Consistently maintains absolute confidentiality and professionalism with privileged information
- Maintains a consistent high level of performance
- Maintains a regular, dependable attendance (be at work regularly, on time, with occasional absences that are reasonably predictable)
- Maintains a high regard for personal safety and for the safety of school students, employees and assets
- Demonstrates dependability and responsibility
- Adheres to School policies and procedures, including but not limited to what is outlined in the Faculty and Staff Employee Handbook

- Employee may be required to work on either campus at such time(s) and with such frequency as may be deemed appropriate in the School's discretion.
- Accepts and completes other duties and responsibilities assigned by the Department Supervisor, as well as from the Department Supervisor's appointed designee

The following qualifications are:

- Bachelor's degree preferred or working towards such a degree is preferred
- Minimum 1 years' experience working with children
- CPR Certified preferred

For security, all contractors and employees must submit to and pass an extensive background check.

The Application Process:

If you are interested in applying for this position, please put "After School Assistant" in the subject line and submit the following material by email to employment@pinecrest.edu:

- Cover letter indicating your interest and highlighting aspects of your background that qualify you for the position
- Two-page resume
- Contact information (email address and phone number) for at least three supervisors over the past seven years

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