

CULPEPER UNITED METHODIST PRESCHOOL  
Extended Care Attendant-Part-time

Objective

To provide loving care to enrolled students of CUMC Preschool in a Christian environment, before and after preschool hours.

Preferred Qualifications

1. A love for Christ and love for children.
2. Certified in child/adult CPR.
3. Trained to use the AED (Automatic External Defibrillator).
4. Must pass annual background checks.
5. Ability to interact effectively with parents.
6. Attend child protection class provided by CUMC.

Hours & Days of Work

This is a non-exempt position working Monday – Friday 6:45 - 9:00 am & 12:00 – 5:45 pm. Other days and hours will be as requested, and agreed upon by the Extended Care Coordinator. Extended Care will not be offered when CUMC Preschool is closed.

Supervision

The Extended Care Attendant is under the supervision of the Extended Care Coordinator.

Duties and Responsibilities

- A. Assist in the preschool with the care of students before and after preschool hours.
  1. Interact with preschoolers in the following ways: reading, singing, assist with snack and meals when needed, engaging in play, comforting, and assist with toileting when necessary.
  2. Engage preschoolers in learning activities and constructive play.
  3. Provide age appropriate activities.
  4. Comfort children and provide care as needed.
  5. Adhere to child protection policies.
  6. Submit time sheets at the end of each pay period.
  7. Ensure the preschool is cleaned after each session (toys away, room straightened, tables wiped, room disinfected)

B. Other tasks as assigned

“The duties and responsibilities may change and therefore, those outlined here are not inclusive of the full spectrum of the position. The CUMC Preschool Board of Directors reserves the right to amend the job duties and responsibilities (after providing reasonable notification) at any time.”

I have reviewed this job description and feel that it accurately reflects my duties as Extended Care Attendant at this time.

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Signature of Extended Care Attendant

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Date