



# NORTH CLACKAMAS CHRISTIAN SCHOOL

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## Job Position Announcement

# Part-Time EDP Supervisor

**2021-2022 School Year**

**Beginning: ASAP**

### Professional Qualifications

- Prior experience working with school age children

### Essential Functions

- Sign students in and out of EDP
- Establish and maintain the safety and security of the students in the EDP
- Organize the students in a manner to facilitate a time of relaxation, activity prior to a time of quiet completion of homework
- Clean the EDP facility at the end of the session
- Remain on site until the last student has departed
- Close and secure the facility at the end of the session
- Follow the EDP established policies
- Comply with applicable federal, state, and local laws governing the operation of EDP
- Maintain the EDP facility in a clean, professional manner
- Contribute to the spiritual growth of the EDP students
- Know and implement the procedures for dealing with emergencies
- Report any student accidents to Administration

### Personal Qualifications:

- Believe the Bible is God's Word and the standard for exercising one's faith and daily living
- Be a Christian role model in attitude, speech, and actions towards others
- Regularly attend a local Bible believing church

### Salary

- Based on training and experience