

Job Title: Extended Day Program Staff

Location: Center Cross Academy
4257 Magnolia Avenue
St. Louis, MO 63110

Reports To: Extended Day Manager

Job Summary: Center Cross Academy is seeking caring, dependable, and Christ-centered individuals to serve as members of our Extended Day Program team. Extended Day Staff provide attentive supervision and create a safe, joyful, and structured environment for students before and after school. Staff members support the mission of Center Cross Academy by demonstrating Christlike character while fostering students' spiritual, social, emotional, and physical well-being.

Professional Responsibilities

Spiritual Leadership:

- Model Christlike character through words, attitudes, and actions.
- Demonstrate patience, kindness, respect, and servant leadership in all interactions with students, families, and coworkers.
- Foster an encouraging and Christ-centered atmosphere throughout the Extended Day Program.

Student Supervision:

- Provide active supervision of students during all Extended Day activities.
- Maintain appropriate staff-to-student ratios and ensure students are never left unsupervised.
- Build positive relationships with students while encouraging healthy social interaction and personal responsibility.
- Monitor student safety during indoor and outdoor activities.

Program Operations:

- Assist with the daily setup, organization, and cleanup of program spaces.
- Lead games, recreational activities, homework support, and enrichment opportunities as assigned.
- Ensure materials, supplies, and equipment are properly maintained and stored.
- Assist with student check-in and dismissal procedures.

Communication & Family Partnership:

- Maintain positive and professional communication with parents and guardians.
- Report student injuries, behavioral concerns, or other incidents promptly to the Extended Day Program Manager.
- Work collaboratively with teachers, administrators, and fellow Extended Day staff to support student success.

Safety & Compliance:

- Follow all school safety procedures and emergency protocols.

- Ensure students are released only to approved adults according to school policies.
- Complete incident reports and required documentation as needed.
- Maintain a clean, organized, and welcoming program environment.

Team Collaboration:

- Work cooperatively with fellow staff members to provide consistent, high-quality care for students.
- Demonstrate flexibility in assisting with daily program needs and schedule adjustments.
- Participate in required staff meetings and training sessions.
- Support the mission, vision, and core values of Center Cross Academy.

Qualifications:

- High school diploma required; college coursework in education, child development, or a related field preferred.
- Previous experience working with children in a school, childcare, camp, or ministry setting preferred.
- Strong commitment to Christian education and the mission of Center Cross Academy.
- Excellent communication, interpersonal, and organizational skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Background check required.

Physical Requirements:

- Ability to actively supervise students indoors and outdoors.
- Ability to stand, walk, bend, kneel, and lift up to 25 pounds.
- Ability to participate in recreational activities with students.

Work Schedule & Compensation:

- Morning Shift: 6:45 a.m. – 8:00 a.m.
- Afternoon Shift: 3:00 p.m. – 6:00 p.m.
- Monday–Friday during the school year
- Hours may vary based on the academic calendar, early dismissal days, school breaks, or program needs.
- The compensation for this position is \$18/hour.

Application Process:

Interested candidates should submit a resume, cover letter, statement of faith, and references to the Head of School, Kale Uzzle, at kuzzle@centercrossacademy.org.