

# Kids Care Supervisor

## Position Description

St. Matthew Lutheran School  
Walled Lake, Michigan

### I. PURPOSE AND MISSION STATEMENT:

In response to Christ's love, with the Spirit's help, according to the Father's will and for God's glory, the Kids Care Supervisor will work with the School Principal **at the Walled Lake campus** and other staff to lead and enable St. Matthew Lutheran School to faithfully fulfill her mission to make Christ-followers who are growing:

- UP with God
- IN community
- OUT with His love

School Mission Statement: Together in Christ... learning, growing, serving.

### II. RESPONSIBILITIES:

1. Provide a safe environment for all students that will radiate the love of Christ.
2. Provide exceptional supervision of all students entrusted into the Latchkey program.
3. Write weekly lesson plans. Lesson plans must meet State of Mi requirements.
4. Ensure that proper attendance documentation occurs on a daily basis and that Latchkey binder is returned to school office every evening.
5. Ensure that proper documentation occurs when parents sign out each child at the conclusion of every day.
6. Plan and design a monthly snack schedule that is sent home to parents. One copy must also be placed in binder as well as submitted to office.
7. Shop for snack items and submit receipts to Church/School accountant.
8. Provide proper billing documentation to Church/School accountant on weekly basis.
9. Distribute all billing information from Church/School accountant.
10. Oversee and maintain the Latchkey budget.
11. Keep current health records of Latchkey participants.
12. Attend all medical training for Latchkey students' needs, including CPR and first aid.
13. Complete 16 hours of required professional development as required by State of Michigan DDS.
14. Keep current notebook of all parent notifications.
15. Stay current with all new DDS publications/regulations.

16. Have current CPR, First Aide and Blood borne pathogen training.
17. Supervise an aide when enrollment exceeds 18 students.
18. Develop and distribute required parent information packet developed by DDS.
19. Properly sanitize tables and equipment according to DDS regulations and make sure that Latchkey room is properly packed away for next ministry usage of room.
20. Work between the hours of 3:25 p.m. and 6:00 p.m. every day.

III. SUPERVISION AND CONDITIONS OF EMPLOYMENT

- A. Kids Care Supervisor reports directly to and is under the authority of the School Principal
- B. The Kids Care Supervisor is a part-time hourly position.
- C. Compensation and benefits will be set and reviewed annually by the Budget Committee.
- D. This document outline of services has no set termination date. The Personnel Manual governs the steps for termination by either party

Date \_\_\_\_\_

Signature of Kids Care Supervisor

\_\_\_\_\_

Signature of Supervisor

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Proposed revisions 9/28/18

### Mission Statement

*St. Matthew Lutheran Church exists to make Christ-followers who are growing:*

- *UP with God*
- *IN community*
- *OUT with His Love*

*This congregation shall strive to fulfill its purpose by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article III) and by fostering Christian fellowship and charity.*

### Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior  
(John 14:6; Acts 4:10-12)
2. **Live** as a Bible-based and Spirit-led people  
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)
3. **Worship** God together  
(Colossians 3:16; Hebrews 10:24-25)
4. **Share** the love of Jesus  
(Matthew 28:18-20; Acts 1:8)
5. **Grow** closer to and more like Jesus  
(Romans 12:1-2; Titus 2:11-14)
6. **Serve** God with our gifts  
(Romans 12:4-8; 1 Timothy 6:17-19)
7. **Love** one another in caring communities  
(1 Corinthians 13; Ephesians 4:15-16)
8. **Pass** Jesus on to the next generation  
(Deuteronomy 6:6-9; Proverbs 22:6)

### **St. Matthew Lutheran Church Staff Values**

One

#### Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit.

Approach your work and your life with Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and  
enthusiastic attitude

Ask the people with whom you work,  
“What can I do to help you?”

Expect to be a team player who has the best  
interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict  
resolution and meaningful communication must take place in an environment of  
openness,  
truth telling  
and sensitivity.

Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty.

Put your hand to the plow and don't look back!

Do all you can heartily and serve the Lord with fortitude.

Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words  
of encouragement and appreciation whenever you have an opportunity.

Write the note, make the call, give the gift that says,

“You and your ministry matter to God!”

1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the  
church,

your life and your ministry. Remember why you're in this.

1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family,  
your

ministry and your personal walk with Jesus.

Humble yourself before God and expect Him to do great things as you seek to  
serve Him

with all your might.

1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22