



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	MORNING PROGRAM ASSISTANT
Reports to:	Morning Program Coordinator
Department:	K-8 Educational Program
Hours:	7:00-8:30 every morning that school is in session
Exempt/Non-Exempt:	Non-Exempt
Salary:	Hourly
Benefits:	As offered per personnel policies
Position Category:	Coordinator
Position Calendar:	School Year Calendar

Qualifications Required:

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Regular worshipping member of a Bible-believing Christ-centered church.
3. Committed to the mission of The Potter's House School.
4. Ability to relate to students, staff and constituents with understanding and warmth.

Primary Job Responsibilities:

1. Provide a safe and inviting before-school program for students that encourages physical and mental wellness among peers.
2. Follow the Morning Program Coordinator's plans for a variety of activities both social and physical for students to participate in.
3. Work with the Morning Program Coordinator regarding any student issues.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.