



# Cairo American College

## SUPPORT STAFF VACANCY ANNOUNCEMENT

### ACADEMIC YEAR

### 2022-2023

#### After-school Campus Supervisor

#### Whole school PreK-12

#### (Part-time position)

#### JOB SUMMARY:

After-school campus supervisor is responsible for enforcing rules and regulations on campus after school hours. The after-school activities supervisor will be present on the school grounds from 3pm to 5:30 pm for 180 days while school is in session.

#### List of duties and responsibilities:

1. To provide supervision of the school grounds and ensure compliance with the regulations governing use of the outdoor facilities included in the elementary, middle, and high school and the outdoor athletic facilities including the track, playgrounds, etc.
2. To provide supervision of the school grounds to ensure compliance with all health and safety standards during the hours identified
3. To report all damages of property and equipment malfunction to the Athletic Director/appropriate Principal/Maintenance manager.
4. To report any inappropriate behavior related to the use of the CAC school grounds to appropriate Principle.
5. To diplomatically encourage all the I.D holders, guests, and visitors to comply with rules and regulations of the school grounds. Resistance to such compliance should be reported to the appropriate Principal
6. To facilitate dismissal of students from the front and back gates at 3:05pm and check-in with the motor pool department for students taking the bus
7. To support the after-school activities dismissal from the front gate at 4:00pm
8. To assist with emergency situations and report incidents to the Nurses' office between the hours of 3:00 to 5:30 pm
9. To be a resource person to the CAC community requesting general information regarding school grounds' use
10. To be introduced to students in each school and to be identifiable recognized by badge and name tag.
11. To work and cooperate fully with guards on any issue regarding school grounds use or security.
12. To accept any other duties deemed necessary by school Administration in relation to the above responsibilities

#### Required Qualifications & Skills:

- Bachelor's Degree
- Fluent spoken English
- Strong Communication skills
- Experience working with students in a school setting

#### Application deadline: Open until filled

Interested candidates should submit a job application (Found on CAC website)  
<https://www.cacegypt.org/index.php/support-staff-employment-application>