

Extended Care Program

Job Summary:

The Extended Care Program fulfills the mission of the school by providing a safe and loving environment for students in grades K-8. The Extended Care Program Team is responsible for providing an appropriate safe, caring, and enriching environment for the children enrolled in the program, which is supportive of the school's philosophy, organization, and curriculum. The position is hired and evaluated by the principal.

Essential Job Functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding ECP matters
- Communicates effectively with students, parents, and other professionals
- Monitors and assists individual students in groups to support program activities
- Complies with security procedures, including attendance, pick-up, and emergency procedures to ensure the children's safety
- Works in a team environment and encourages open communication regarding concerns/issues with children, parents, and co-workers
- Ensures that all staff and children are respectful of school property; ensures all school rules are followed
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits

Important Job Functions:

- Engages with students in grades K-8 to ensure they have a safe and loving environment
- Collaborates with peers to enhance the work environment and support program effectiveness
- Assists in maintaining facilities used by the program including storage of equipment and cleanup of area
- Follows directions and handles multiple tasks
- Possesses proficient technology skills appropriate for the job

Minimum Qualifications:

- High school diploma or equivalent
- Experience working with children

Rate of Pay and Hours:

- Based on experience and qualifications
- Days are negotiable (Monday through Friday is available)
- Times are negotiable (3:00-5:30 p.m. is available)