

# **Our Lady of Perpetual Help Catholic School**

## **Extended Care Assistant Job Description**

**Job Summary:** The Extended Care Assistant works with the Extended Care Director to provide a fun and safe before or after school experience. This position comes under the direct supervision of the pastor, school principal, and his or her designees. This is a part-time position. Hours and days vary, but may be 2:00 pm to 6:00 pm, Monday through Friday.

### **Essential job functions:**

- To supervise the children at all times, ensuring their well-being and safety in a variety of locations
- To recognize needs of children at different stages of development
- To check the program's equipment and make sure it is safe and adequate before the program starts each day
- To offer a variety of equipment, games, and supplies to create a stimulating program
- To treat all children with dignity and respect
- To assist the Director in the planning, implementing and evaluation of the program
- To work with other members of the staff as a team
- To discuss staffing issues with the Coordinator
- To make sure staff and children leave the location clean and tidy each day
- To ensure all children are signed in and are signed out by an authorized adult

### **Minimal Qualifications:**

- Must be 18 years old or older
- Has successful teaching experience and/or child supervision experience

### **Knowledge, Skills, and Abilities:**

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of child development, learning and behavior
- Able to manage student behavior
- Able to communicate effectively in both written and verbal form
- Able to work well with others in a school community
- Skill in handling multiple tasks simultaneously
- Skill in critical thinking and planning

### **Working conditions:**

- Required to manage moderate levels of stress
- Required to work in standard school conditions

### **Mental/Physical Demands:**

- Required to lift or carry children, supplies, and equipment at a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees. Tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

**Please contact for more information:**

Cristy Sneed, Principal

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