

Holy Trinity Catholic School

Name: _____

Job title: Extended Daycare Worker

Job summary: The Extended Daycare Worker fulfills the mission of the school by assisting the After School Care Director in planning activities for and supervising students in the Catholic school for whom the After School Care is provided. The Extended Daycare Worker is responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the program, which is supportive of the school's philosophy, organization, and curriculum. The Extended Daycare Worker helps prepare activities, assists with the needs of students, and supports learning by creating an atmosphere where students can complete homework. The position is hired and evaluated by the principal in conjunction with the After School Care Director.

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 school matters
- Communicates effectively with students, parents, and other professionals
- Monitors and assists individual students in groups to support program activities
- Supervises students in the care of the worker at all times maintaining a consistent headcount of all children present in the program each day.
- 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
- Prepares materials as indicated by the After School Care Director
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits

Important job functions:

- Maintains current and accurate records according to program policy
- 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
- Maintains all supplies, equipment and materials; informs the Director when supplies are needed
- Follows directions and handles multiple tasks
- Possesses proficient technology skills appropriate to the job

Minimum qualifications:

Education/Certification:

- High school diploma or equivalent
- Sufficient training to perform tasks assigned by the director

Experience:

- Experience working with children

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively in both written and verbal form

- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in motivating and engaging students providing a positive roll model
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions:

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

Mental/Physical Demands:

- Required to lift or carry supplies, books, furniture (depending on weight of furniture such as lunch tables), and equipment
- Required to maintain composure and avoid inappropriate displays of anger
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations with noise, activity, and inclement weather

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Occasional

Temporary Other/seasonal

Required duty days per fiscal year: Scheduled as needed