

JOB DESCRIPTION

ST JOSEPH'S CATHOLIC SCHOOL SAC AIDE (afterschool care)

Job Title:	SAC Aide
Reports To:	SAC Director
FLSA Status:	Non-Exempt
Work Schedule:	Part-Time B

SUMMARY

The SAC Aide is responsible for assisting in the supervision of children during the after-school program. This position supports the SAC Director by helping provide creative activities, sports, games, homework assistance, and positive social interactions. The SAC Aide helps students resolve disagreements, encourages respectful behavior, and remains vigilant about the safety and well-being of all students.

The SAC Aide must visibly model the values and principles of the Catholic faith by assisting in creating a learning environment that is positive, affirming, peaceful, growth-oriented, and respectful of the dignity of every person within the School Age Care program. The SAC Aide must adhere to school policies in a manner that reflects the values, practices, teachings, and standards of fairness implicit in Catholic institutions.

CONTEXT

A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth. This position assists the school to meet this primary purpose of Catholic education. This position is an extension of the Bishop's ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supports the school's spiritual, pastoral, and educational mission.
2. Works collaboratively in a positive, friendly, and professional manner with all employees, parents, students, volunteers, and visitors.
3. Assists the SAC Director in preparing materials and activities for each session.
4. Supervises students during indoor and outdoor play, homework time, snacks, and other planned activities.
5. Ensures the safety and well-being of all children at all times.
6. Assists with student check-in and dismissal procedures.
7. Helps students with problem-solving and conflict resolution as needed.

8. Reinforces school expectations and promotes respectful behavior.
9. Assists in maintaining documentation as assigned by the SAC Director.
10. Maintains physical and information security at all times and respects confidentiality and privacy.
11. Keeps the SAC environment organized, clean, and welcoming.
12. Assists with snack preparation, distribution, and cleanup.
13. Lends assistance to other staff as needed.
14. Demonstrates professionalism in conduct, demeanor, appearance, and work habits.
15. Performs other duties as assigned by the SAC Director or Principal.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. Graduation from high school or equivalent
2. Experience working with children preferred

LANGUAGE SKILLS

Must possess interpersonal and communication skills, both verbal and written.

OTHER EXPERIENCE/SKILLS

1. Collaborative/friendly work style with ability to project professionalism and sincerity
2. Possess good organizational skills and is capable of multi-tasking
3. Maintains confidentiality
4. Excellent conflict resolution and communication skills
5. Able to work independently and displays personal initiative
6. Successfully pass a criminal background check

CERTIFICATES, LICENSES

CPR and First Aid Certification encouraged but not necessary

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, crouch, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional classroom and school. While performing the duties of this job, the employee is exposed to moderate to high noise levels in the work environment.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____