

JOB DESCRIPTION: Preschool Extended Care Aide

ST. JOSEPH'S CATHOLIC SCHOOL

Job Title:	Preschool Extended Care Aide
Reports To:	Preschool Director and Extended Care Facilitator
Work Schedule:	Part Time A
FLSA Status	Non-Exempt

SUMMARY

The extended care aide is responsible for supporting the extended care facilitator. An aide may reinforce the instructions given in the room. This may include going over guidelines with students individually, answering questions, or working with small groups. An aide may be asked to supervise the students outside of the classroom on the playground, during bathroom breaks, at lunch time and on field trips. When class is not in session, an aide might assist by performing clerical duties and preparing activities. An aide helps with the integration of technology into the classroom such as helping set up computers and assisting students using the computers. An aide may also organize the classroom and put supplies in order. On occasion, when a facilitator is not present, the aide may take the lead for the day's activities.

Extended care aides visibly model the values and principles of the faith through facilitating a learning environment that is positive, affirming, peaceful, and growth-oriented while providing respect for the dignity of all persons within the faith community. Extended care aides implement the school's curriculum with methodology that promotes achievement, positive interaction, and the development of the Gospel and Church values inherent to Catholic education.

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 helps the school to meet this primary purpose of Catholic education. This position is an extension of the Bishop's ministry. Early Childhood Facilitators must be willing and possess the ability to support the Mission of the Universal and Local Roman Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An Extended care aide at St. Joseph's Catholic School:

1. Supports the school's spiritual, pastoral and educational mission.
2. Provides necessary staff support to the school principal.
3. Display personal initiative.
4. Works collaboratively in a positive, friendly and professional manner with all employees, parents, students, volunteers and contacts.
5. Provides technology support to the students.
6. Maintains physical and information security at all times; respect confidentiality/privacy.

7. Assists students with skills and lessons as directed.
8. Helps students with problem-solving as needed.
9. Ensures safety of children in the classroom and at play.
10. Lends assistance to other staff as needed.
11. Attends and/or completes all workshops and training as directed.
12. Demonstrates professionalism in conduct, demeanor, and work habits.

GENERAL RESPONSIBILITIES

An extended care aide at St. Joseph's Catholic School:

1. Maintains a current level of knowledge and skills required to effectively serve in this position.
2. Follows the guidance and direction of the preschool director and facilitator to carry out the vision and mission of the school.
3. Models the moral and ethical standards essential to the school and the Catholic faith.

SUPERVISORY RESPONSIBILITIES

Not responsible for any immediate supervision of employees.

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 as a teacher aide or equivalent work experience with children.
3. Experience working with school related business preferred.

LANGUAGE SKILLS

An extended care aide must possess interpersonal and communication skills, both verbal and written.

OTHER SKILLS

An extended care aide at St. Joseph's Catholic School:

1. Is collaborative with ability to project professionalism and sincerity with colleagues.
2. Is an active member of a Catholic community OR is able to be an exemplary model of Christian values.
3. Possesses organizational skills and is capable of multitasking.
4. Maintains confidentiality.

CERTIFICATES, LICENSES

Certification in CPR and First Aid
Successfully passes a criminal background check

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, 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 50 pounds. Specific vision abilities required by the job include close 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 noise levels in the work environment.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Note: This job description is subject to change.