



St. Bonaventure Catholic School  
16390 Springdale St, Huntington Beach, CA 92649  
Phone: (714) 846-2472 Fax: (714) 840-0498

***Position Description:*** Extended Care Aide

***Reports to:*** Principal and Extended Care Director

***Extended Care Program Mission:***

St. Bonaventure Extended Care Program is a nurturing and friendly environment that provides a quality before and after school program for students in Transitional Kindergarten through grade 8. Our main goal is to offer children a safe, fun and comfortable environment. We focus on providing each child with new challenges and opportunities that result in a rewarding after school experience.

***Terms of Employment:***

- The Extended Care Program operates on school days from 6:45am-7:45am (8:45 am on Late Start Wednesdays) and 2:45 pm-6:00 pm. Minimum days from 12:30 pm-6:00 pm
- The Extended Care Aide will be scheduled to start at 2:30 pm on regular school days and at 12:15 pm on minimum dismissal days. Shift end times will vary.
- The Extended Care Aide position is part-time/hourly. Rate of pay will be based on prior experience and education.

***Job Goal:***

The Extended Care Aide will assist the Extended Care Director and other staff members with the implementation of a quality program that enriches the students spiritually, academically, socially and emotionally.

***Expectations include:***

- Ensuring the safety of the students at all times.
- Leading children in outdoor and indoor activities.
- Assist students in completing their homework assignments and their day to day needs.
- Prepare and serve snacks, being aware of any student allergies.
- Maintaining a clean and organized environment.
- Maintain a professional and appropriate attitude and appearance toward students, parents and all other staff members.
- Performing all duties associated with the position, as requested by the Principal and the Extended Care Director.

***Job Qualifications:***

- Education: High School diploma or equivalent, with some education or child development studies preferred.
- Work/Professional experience: Previous experience in an After School program is helpful, but not required. Childcare experience preferred.

***Requirements:***

- Must be able to communicate with children, parents and other staff members in a professional, ethical and responsible manner.
- Must demonstrate leadership and positive authority with children.
- Must be congenial and have a desire and ability to work with children, parents and staff members.
- Promote a safe and healthy environment to support the emotional and social development of the children.
- Demonstrate initiative, the ability to create and develop fun after-school ideas and be able to work well with minimal supervision.
- Minimize absences and idle time at work. Demonstrate punctuality and conformity to working practices.