

## **St. Cecilia Catholic School**

1311 SE Sycamore Avenue Tustin, Ca. 92780

Phone: (714) 544-1533 Fax: (714) 544-0643

**Position Description:** Extended Care Aide  
**Reports to:** Principal and Extended Care Program Director  
**Send Resume:** abadua@stceciliak8.org

### ***Terms of Employment:***

- The Extended Care Program operates on school days from 7:00 am – 7:30 am (8:30 am on Wed) and 2:30 pm – 6:00 pm (M-F), and on minimum days from 12:00 noon – 6:00 pm.
- The Extended Care Aide positions currently available are M-F 2:30-4:30pm, 2:30-5:00pm, 2:30-5:30pm and 2:30-6:00pm. Extended Care Aides may also be asked to work other shifts during the hours needed on minimum days.
- The Extended Care Aide position is part-time and hourly.

### ***Extended Care Program Mission:***

St. Cecilia School Extended Care Program is a nurturing, caring, and friendly environment that provides a high quality before-and after-school program for students in K4 through 8<sup>th</sup> grade. Our main goal is to offer the children a safe, fun, and comfortable environment. Our focus will be on providing each child with new challenges that will result in a rewarding after school experience.

### ***Job Goal:***

The Extended Care Aide will assist the Extended Care Program Director and other staff members with the implementation of a quality program that enriches the students' spiritually, academically, socially emotionally, and physically. Daily expectations include:

- Ensuring the safety of the students in all situations within the Extended Care Program.
- Leading children in outdoor and indoor activities
- Assisting students in completing their homework assignments and day-to-day needs
- Preparing and serving snacks as well as maintaining a clean and organized environment
- Maintaining a professional and appropriate attitude and appearance towards students, parents and other staff members.
- Performing all other duties associated with the position, as requested by the Principal and Extended Care Director.

### ***Job Qualifications:***

- Education: High school diploma or equivalent preferred, with the intent to focus on child development, or related field. Senior year students in good standing in high school will be considered.
- Work/Professional Experience: Previous experience in After School program environment helpful, but not required. Childcare experience helpful, but not required.

### ***Requirements:***

- Communicate with children, parents, and other staff in a professional, ethical and responsible manner.
- Demonstrate leadership and positive authority with children.
- Be congenial and have a desire and ability to work with children and other staff members.
- Promote a safe and healthy environment to support the emotional and social development of the children
- Demonstrate initiative, ability to create and develop fun after school ideas, and work well with a minimum of supervision
- Available to work Monday through Friday. Minimize absences and idle time at work. Demonstrate punctuality and conformity to working practices.
- Able to stand for long period of time when supervising the students.