



**ST. JUNIPERO SERRA CATHOLIC SCHOOL**  
**23652 Antonio Parkway**  
**Rancho Santa Margarita, CA 92688**

## ❖ Extended Care Aide – Part-Time

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Hours: Monday through Friday

- Mornings: 6 AM to 8:15 AM
- Afternoons: 2 PM to 6 PM
- We are looking for multiple candidates to fill all shifts, so we can offer flexible scheduling, such as M, W, F only or afternoons only.
- Maximum 25 hours per week

Position reports directly to the Extended Care Director.

*It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.*

### **Responsibilities**

Responsibilities will include, but are not limited to, the following:

- Monitor and care for students as part of the Extended Care Program. The Program is available before school (6:00 AM to 8:15 AM) and after school (2:00 PM to 6 PM).
- Plan, supervise, and administer daily activities with the children.
- Adapt activities to meet the needs of the individual child considering talents, interests, learning styles, and limitations.
- In the morning – assist parents in checking students into the Program. In the afternoon, check students into the Program and assist parents in checking students out of the Program at the end of the day.
- Develop/maintain a positive rapport with the students, staff, and parents/guardians.
- Be responsible for ordered arrangement/appearance of the Extended Care area.
- Share in the housekeeping responsibilities for the department.
- Attend required staff meetings.
- Participate in recommended conferences, inservices, and/or workshops.
- Dress in a professional/appropriate manner.
- Be punctual/reliable in reporting to work as scheduled.
- Adhere to the policies and procedures of the Diocesan Employee Handbook and the Serra Catholic School Faculty and Staff Handbook.

### **Position Status**

Position is a part-time, hourly 10-month position.