



## *La Purisima Catholic School - Job Description*

**POSITION TITLE:** Preschool Extended Care Personnel

**STATUS:** 10 month - Non-Exempt

**SUPERVISING AGENT:** Principal

**POSITION SUMMARY:** To provide a safe and secure environment for students; to provide a quiet atmosphere for students to begin homework (or their day); to provide supervision for students while in attendance at Extended Care; provide age-appropriate activities to engage students; to service the needs of the working parents. To work in cooperation with and under the leadership of the Extended Care Director and Principal to meet the needs of students in the before and after school program.

**POSITION SCOPE AND ACCOUNTABILITY** School Principal

**PROVIDES DIRECTION TO:** self, students

### **SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

1. Maintain Extended Care rules for constant supervision of all students
2. Enforce daily sign in/out procedures for students and parents
3. Plan and execute a daily schedule which may include organized activities, crafts, academic enrichment, homework time, and snacks
4. Maintain cleanliness and housekeeping of Extended Care facilities in clean, sanitary, and operable condition
5. Lock and secure all Extended Care facilities prior to leaving school premises

### **SUMMARY OF PERIPHERAL JOB FUNCTIONS:**

1. Ability to work hours needed by school
2. Maintain a satisfactory attendance record
3. Be familiar with policies and procedures outlined in Diocesan and school handbooks
4. Arrive on site 15 minutes before scheduled, for preparation and planning
5. Inform the principal of behavior problems exhibited by students
6. Attain understanding of all relevant laws and regulations regarding Extended Care for students

### **QUALIFICATION GUIDELINES:**

1. Minimum 12 qualified unites in Early Childhood Education.
2. Must be 18 years of age with a high school diploma
3. Must be interested in working with children and demonstrate an understanding of the developmental needs of children
4. Must be a warm, caring person capable of assisting children
5. Must be able to communicate with parents

**EDUCATION/TRAINING:** Willing to further education as needed

**SPECIAL REQUIREMENTS:** Fulfill Diocesan requirements: Live scan clearance, Safe environment online class and renewal (as needed), Mandated reporter clearance, TB clearance, Hepatitis B shots/waiver, First Aid/CPR training, all required forms signed.