

## St. Norbert Extended Care Job Announcement

### **Summary**

St. Norbert Catholic School is seeking someone to join the school family as a school aide to assist with the Extended Care program. The candidate must be 21 or older, patient, creative and enjoy working with children and available Monday-Friday 2:45-6pm.

If interested send a resume to Mary Rogers at [mrogers@saintnorbertschool.org](mailto:mrogers@saintnorbertschool.org)

### **Description**

Functions: Under the direction of the Extended Care Director, the Aide is responsible for helping out with homework, activities and games for students in the program. The Extended Care Staff is responsible for planning, organizing and leading daily activities.

#### **Qualifications:**

- Must be at least 21 years of age.
- Must have previous experience working with elementary school aged children.
- Possess basic knowledge and understanding of school aged children.
- Be a self starter.
- Possess the ability to communicate verbally and in writing.
- Possess the ability to follow written and oral directions.
- Must be honest, friendly, have a neat appearance, and a courteous manner.

#### **Duties and Responsibilities:**

- Provide students with the appropriate supervision and leadership during the program.
- Prepare the daily snack for the participants.
- Assist with daily homework.
- Assist in the planning of daily activities.
- Provide a warm and caring atmosphere for students.
- Maintain open communication with school personnel.
- Communicate with the parents through daily drop-off and pick-up.
- Maintain a safe environment for students.
- Maintain a positive attitude toward co-workers.
- Report any problems which arise with students.
- Responsible for activity and room preparations.
- Other duties as assigned.
- Assist in any cleaning of rooms before and after the students arrive.

#### **Work Hours and Compensation:**

The position of Extended Care Aide is a part time position. Hours are not to exceed 27 per week. The hours worked on a daily basis are 2:45-6:00pm, except minimum days which will be 12:00-6:00pm. More hours may be available as needed.