



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Daycare Assistant and Lunch Supervision**

##### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the School, as well as the decisions made by the Administrators.
- Insures the health, safety and welfare of all students.
- Holds in strict confidence all matters pertaining to School.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attend faculty and administrative meetings as needed.

##### **DEFINITION:**

The Daycare assistant will be responsible for the students checked into the Daycare.

The Lunch supervisor will be responsible for the supervision of all grades during lunch recess.

##### **DUTIES:**

- Punctuality: arrives to work on time.
- Supervise daily lunch duty.
- Lunch supervisor needs to watch the students during lunch and lunch recess. Communicate any accident or incident to the supervisor and the teacher.
- Set a good example according to daycare objectives and lunch supervision. Set a positive example of professional, polite, and ethical behavior.
- Be enthusiastic.
- Planning and implementing activities for daycare is also required of assistants.
- PARTICIPATE in all activities with your students.
- Encourage and facilitate the student's participation in all activities by implementing appropriate strategies, such as visual structure and reinforcement.
- Maintain Preschool & Daycare room + hallway including updating bulletin boards with students' Art and or projects, etc.
- At the conclusion of the activity or day, assistants are expected to handle clean-up.
- All Assistants will share and rotate responsibilities.
- Overseeing student check-in, and sign-out as needed.
- Care for sick students when a nurse or Daycare director is not available.
- Maintain Preschool/ Daycare Nurse station.
- Make sure all equipment and supplies are ready and set up for activities in advance.
- Document incidents/accidents with daycare assistants, parents, and or students.

- Presentation: is poised, well mannered, neatly and appropriately dressed, well-groomed, and clean. Follow the staff handbook dress code.
- Filing when needed.
- All other duties as assigned

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard daycare/classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Ten-month, Full time hourly non-exempt employee, working afternoons

**Reports to:** Director of Extended Daycare

This is an hourly non-exempt position. Please send a cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).