



### **Specific Job Responsibilities for Extended care**

- Responsible for the safety and well-being of the children in Extended Care by providing careful and concentrated supervision of the children's activities such as homework, arts and crafts, recreation, and outside play. No student may be left unsupervised at any time.
- Enforces policies and procedures that guide the day-to-day operation of the Extended Care Program.
- Administers first aid to children when necessary.
- Maintains confidentiality with parents and children.
- Maintains a clean, safe and orderly environment.
- Supervises children in cleaning the general area. Cleans sink, tables and countertops daily.

### **Schedule:**

The Extended Care Program operates during the school year only on days that the school is open and in session. The scheduled hours of operation are Monday through Friday between 6:30am – 7:30am in the morning and then again between 3:00pm – 6:00pm in the afternoon. Wednesdays - 6:30-8:45am

## Job Description

The St. Angela Extended Care Program staff must enjoy working with children from TK -8<sup>th</sup> grade. They are responsible for planning activities, helping with homework, ensuring safety of all students in the program, serving after school snack, interacting with students and their families, working independently as well as with a team, and creating an enriching, fun, and safe environment. The candidate must have a positive attitude and serve as a role model to students in the program.

This position is ideal for someone who is looking to work a few hours in the morning, afternoon, and is creative, child oriented, responsible, and dedicated.

## Requirements:

- Must be available Monday-Friday 6:30 a.m.-8:30a.m.& 2:30 p.m. until 6:00 p.m.
- A high school diploma or GED equivalent are required.
- A background in education and/or college course in recreation, education or child development (either completed or in progress) are preferred but not required.
- Child care work experience is preferred but not required.
- A valid First Aid and CPR certificate issued by an authorized agency **MUST** be obtained before employment .

Please send resume to Mrs. Christy at [extendedcare@stangelabrea.org](mailto:extendedcare@stangelabrea.org)

**NOW HIRING!**

# Extended Care Program Teacher

