



## Part-Time Extended Day Care Position 2023-2024

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St. Irenaeus Parish School is seeking a caring and enthusiastic individual for our Part-Time Extended Day Care (EDC) position. The candidate must be patient and enjoy working with children from grades TK-8. This is a part-time position for the 2023-2024 school year.

### **Mission Statement**

The Catholic faith community of St. Irenaeus Parish School is committed to helping our children develop to their full spiritual and academic potential. Our mission is to welcome all children and recognize individual differences, gifts, abilities, and learning styles. We partner with our parents and the Parish to foster discipleship, stewardship, and leadership.

### **Position Description**

All employees are required to conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese. All employees understand that they are an extension of the ministry of the Roman Catholic Church, and play an important role in fulfilling and delivering the loving, healing, and caring mission of Christ. All employees perform ministerial functions in connection with their job duties.

### **Requirements**

- Must be 18 years of age or older
- Must have at least 6 units in Early Childhood Education (ECE)
- Previous experience working with children preferred
- Availability to work afternoons (Monday - Friday 3:00-6:00 p.m.)
- Current CPR/First Aid

### **Responsibilities**

Under the direction of the Principal and the Day Care Coordinator, responsibilities of Extended Day Care staff include but are not limited to the following:

- Supervising daily activities with the students
- Assisting students with homework
- Adapting activities to meet the needs of students
- Sharing in housekeeping responsibilities of the EDC facility
- Attending required staff meetings
- Being punctual and reliable in reporting to work as scheduled
- Treating all children, apartments, and staff with dignity and respect

Interested, qualified applicants may email a cover letter and resume to Stella Costello ([scostello@stischoolcypress.org](mailto:scostello@stischoolcypress.org))..