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## **EXTENDED DAY CHILDCARE ASSISTANT 2023-2024 JOB POSTING**

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**Position Title:** Extended Day Childcare Assistant

**Job Classification:** Non-exempt

**Reports to:** Extended Day Childcare Director and Assistant Principal

### **School Vision Statement**

Faithful to our Catholic values, we sustain an evolving school-wide learning environment that inspires each Learner to achieve his or her God-given potential inside and outside the classroom.

Always learning, our graduates are confident and compassionate young men and women who will make a difference.

### **School Mission Statement**

St. Edward the Confessor Parish School, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community.

Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

### **Position Description**

Assist the Extended Day Care Director by monitoring children ages 5-14; perform paraprofessional instructional activities such as helping students with homework; supervising small and large groups of children playing; leading arts and crafts activities as well as active group games.

### **Professional Responsibilities**

Take the lead in supervising age appropriate activities of large and small groups of children; working with the Extended Day Director to plan activities and help prepare and serve snacks; ensure that equipment is working, safe and clean; know how to respond in emergency situations and attend all required meetings and trainings.

In addition, the Extended Day Care Assistant must demonstrate an understanding, patient, and receptive attitude toward students of varied age groups; communicate effectively in oral and

written form; understand and carry out oral and written instructions; appreciate human diversity; establish and maintain cooperative working relationships; comply with diocesan/school policy.

Extended Day Care Assistants must be able to implement corrective measures to deal with behaviors such as hitting, biting, yelling, and refusal to follow directions. The Extended Day Care Assistant must have knowledge of typical child development and follow the behavior system set up by the Director. They must know how to redirect children when behaviors occur and know how to prevent inappropriate behaviors from occurring. Yelling, shouting and belittling children is strictly prohibited.

### **Essential Functions**

- Assist with supervision of playground activities
- Plan and organize games suitable to the age group
- Work with students to encourage participation in activities
- Supervise safety and welfare of students
- Address behavior issues following PBIS protocols
- Maintain proper utilization of playground equipment
- Perform other duties as directed

### **General Responsibilities**

- Communicate effectively with all members of the school community
- Confer with the Assistant Principals and Principal about unusual and potentially serious student issues.
- Support the school philosophy and vision to educate the 'whole child' in a faith based community.

### **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 classroom/playground setting.

Physical: Primary functions require sufficient physical ability and mobility to work in playground or homework setting; to stand or sit for prolonged periods of time; to 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 and exchange information. In addition, the Extended Day Care Assistant must possess the ability to react to situations quickly and rationally; must be able to address an emergency quickly to reduce danger and harm.

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

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

### **Required Qualities:**

- Model Christian values.
- Professional demeanor; honors job obligations, i.e., work hours, communicates effectively with administration and teachers.

- Patient, receptive, and empathetic attitude toward children and staff
- Effective communicator; demonstrates commitment to students and their personal development; approachable; problem solver. A flexible demeanor, ability to multi-task and problem solve.

**Required Qualifications:**

- High school diploma or equivalent. Experience: Working with school age groups in organizations such as scouts, church, YMCA, PTA, and/or any successful job experience in similar fields.
- Immunizations and Tests: TDap, MMR, Flu, TB skin test
- Valid certification for Basic First Aid, AED, and CPR.

**Position Status:**

1. Position is part-time, 2:30 pm – 4:30 pm, Monday – Thursday, 1:30 pm – 4:30 pm, Friday (11 hours per week), hourly 10-month position (late August – mid June). Hourly rate: 15.50
2. Position is part-time, 2:30 pm - 6:00 pm, Monday – Thursday, 1:30 - 6:00 pm, Friday (18.5 hours per week), hourly 10-month position (late August – mid June). Hourly rate 15.50

**Application Procedure**

Interested candidates should email or mail their resume to Mitchell Ninomiya, EDay Director, at [mninomiya@stedschool.org](mailto:mninomiya@stedschool.org) or St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.

**Application Deadline**

The position will remain open until the position is filled.