



# St. Bonaventure Catholic School

## **Job Summary**

St. Bonaventure School is looking for a dynamic person to lead our extended day team.

St. Bonaventure's mission is to provide a Catholic Christ-Centered, academically excellent, and safe school environment in which all children can achieve their God-given potential and make a positive difference in the world.

Join our team if you have the desire to share your faith and help students grow beyond normal school hours.

Qualified candidates please send your cover letter and resume to Ms. Mary Flock at [mflock@stbonaventureschool.org](mailto:mflock@stbonaventureschool.org)

## **General Responsibilities**

- Ensures that all students are supervised at all times.
- Demonstrate a record of successfully working with students and parents.
- Communicate professionally with staff and administration regularly, especially to share plans, projects, and information.
- Model Catholic Christian values
- Makes sure that students are properly signed in and out of the program and released only to authorized parents or guardians.
- Oversees student homework time to ensure all students are focused and working.
- Well-organized, highly energetic, and deeply caring.
- Other Responsibilities as designated by the principal.

## **Requirements**

- CPR/AED training certification for adults and infants.
- Safety training (completed once the job offer is accepted)

## **Hours**

Monday-Friday: 10:00 am-6:00 pm

## **Salary Range**

\$25-\$35/hour

20-40 hours a week

10-month position

*New hires with limited experience are commonly paid at the minimum of the wage range or within the lower part of the range. We consider a number of factors when making compensation decisions including, but not limited to, skill sets, experience, training, and other department needs.*