

**Holy Family Catholic School**  
530 S. Glassell Orange, Ca. 92866  
Phone: (714) 538 6012

**Position Description**      Extended Care Aide  
**Reports to:**                Principal and Extended Care Director

Holy Family Catholic School is a caring environment that provides a safe, nurturing and enriching environment for students in Grades TK-8 before and after the regular school day. Holy Family Catholic School offers a 6 week summer program.

**The Extended Care Program Hours**

Monday to Friday    6:30 -7:45AM and 2 to 6 PM.  
Minimum Days: 12:30PM - 6PM

The Extended Care Aide position is part-time and hourly. Rate of pay is based on prior experience and education.

The Extended Care Aide will work with the Extended Care Director and other staff members to implement a quality program.

**General Responsibilities**

- Ensuring safety of students in all situations
- Supervise small and large groups of children indoors and outdoors
- Assist students in completing their homework assignment
- Lead students in arts and crafts activities
- Prepare and serve snacks and maintain a clean and organized environment
- Communicate effectively with both students and parents
- Maintain a professional appearance and attitude towards both students and parents and other staff members
- Address behavioral issues in a positive manner

**Job Qualifications**

- **Education:** High school diploma or equivalent. Experience working with school age children.

**Requirements**

- Show initiative in planning for students
- Demonstrate Leadership
- Punctuality is important
- Perform duties as directed
- Communicates effectively with supervisor and peers.

Interested candidates should email their resume to Marie Ubl , Principal    [mubl@holyfamilyk8.org](mailto:mubl@holyfamilyk8.org)