



Extended Daycare Job Description

Responsibilities:

1. Planning and Environment Preparation

- Plan and prepare the room and playground environment for extended care children.
- Maintain a clean, safe, and welcoming environment conducive to learning and play.

2. Professionalism and Loyalty

- Maintain a professional attitude and exhibit loyalty to the school at all times.

3. Administrative Duties:

- Prepare sign-out sheets for extended care and oversee monthly billing processes.
- Ensure accuracy and completeness of sign-up sheets and emergency information for all students.
- Maintain confidentiality of student information.

4. Hygiene and Safety:

- Clean and disinfect play areas and toys daily to ensure a hygienic environment.
- Assist in ensuring playground safety and cleanliness, including emptying and refilling water containers.

5. Snack Management:

- Order snacks monthly and ensure availability of nutritious options for students.

6. Student Engagement and Communication:

- Engage with students in a prayerful and positive manner.
- Communicate pertinent information to parents regarding events occurring during extended care hours.
- Treat all children, parents, and staff with dignity and respect.
- Follow the school discipline procedures as they pertain to day care

7. Collaboration and Support:

- Assist in planning and preparing the learning environment, setting up interest centers, and organizing materials and supplies.

- Support teachers in setting up and cleaning classrooms at the beginning and end of the school year.
- Assist teachers in other appropriate ways as needed.

8. Supervision and Assistance:

- Supervise students during non-instructional times such as pick-up times after school, recess, and lunch breaks.
- Provide general assistance with housekeeping tasks to maintain a tidy environment.

9. Professional Development:

- Attend school and diocesan in-services as directed by Administration.
- Participate in Extended Daycare Diocesan Meetings to stay informed and updated.

10. Substitute Arrangements and Adherence to Policies:

- Arrange for a substitute in the event of an absence according to established procedures.
- Adhere to the policies and procedures outlined in the Diocesan Employee Handbook and the Mission Basilica School Faculty and Staff Handbook.

Qualifications:

Preferred candidates must demonstrate the following minimum qualifications:

1. Previous Experience:

- Demonstrated experience working with school-age children, preferably in a daycare or educational setting.

2. Catholic Affiliation:

- A Catholic in good standing with the Roman Catholic Church, demonstrating a commitment to the faith and its values.

3. Educational Background:

- A college degree is preferred, with a focus on education, child development, or a related field.

4. Skills and Abilities:

- Excellent interpersonal and communication skills, with the ability to engage effectively with children, parents, and staff.
- Strong organizational skills and attention to detail in administrative tasks such as record-keeping, billing, and scheduling.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Dedication to creating a safe, nurturing, and inclusive environment for children to learn and grow.

- Flexibility and adaptability to meet the changing needs of the daycare program and its participants.
- Commitment to upholding the mission and values of the school and the Catholic Church.

Note: While these qualifications are preferred, candidates with equivalent combinations of education and experience will also be considered.

Requirements

Hours are 11:30 am – 5:30 pm: Monday – Friday with a one hour lunch each day.

Position Status

part-time, exempt 10-month position.

****Note:**** This job description outlines the core responsibilities and expectations for the Mission Basilica School Extended Daycare Coordinator. Additional duties may be assigned as needed by the school administration.