



# ST. NORBERT

## CATHOLIC SCHOOL

*Truth ♦ Service ♦ Family ♦ Peace*

### **JOB DESCRIPTION- Extended Care Staff**

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of the extended care team that is passionate about working together to create a fun and safe environment for students after school.

### **Responsibilities:**

- Enter upon and perform the duties of an Extended Care Lead Staff faithfully and satisfactorily at the time, place, and for the periods prescribed and directed by the Extended Care Director or school administration.
- Provide students with the appropriate supervision and leadership –inside and outside – during the program.
- Assist the Director with day-to-day running of the program, homework help, plan and implement group games and crafts.
- Maintain a safe environment while providing a warm and nurturing atmosphere for students.
- Prepare daily snacks for students.
- Assist in keeping a clean environment for the students.
- Cooperate with the school administration in all matters.
- Enforce student observance of school regulations, which are contained in the Parent-Student Handbook.
- Report to work at the scheduled time, notify the Extended Care Director well in advance when not able to report for work.
- Communicate with parents during daily drop-off and pick up.
- Report any problems which arise with students.
- Preserve and maintain the reputation that our school, program and staff have earned in the past with a deep personal concern for each student.
- Other duties and responsibilities as determined by the Extended Care Director and school administration.

**Physical Demands & 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 in a playground and classroom setting.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in a classroom setting or outdoors; to stand for prolonged periods of time no less than four hours; to occasionally 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 to exchange information.

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

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

**Hours:** Part-time, Available 2:45 p.m.- 6:15 p.m.; Mon.-Thurs. and 12:15-6:15; Fridays  
Additional hours available upon program needs. No more than 27.5 hours per week.

**Pay:** \$16.50 - \$17.00 per hour, Contingent on experience.

**Grade levels:** K-8th

**Reports to:** Extended Care Director and Administration

Interested parties may contact Mary Rogers, Extended Care Director via email:

[mrogers@saintnorbertschool.org](mailto:mrogers@saintnorbertschool.org)

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