



ST. ANNE SCHOOL

JOB DESCRIPTION

Daycare Assistant and Lunch Supervisor

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Employee Handbook
- Attends faculty and administrative meetings as needed

DEFINITION:

The Daycare Assistant and Lunch Supervisor is responsible for the students who are checked into Daycare and for the supervision of all grades during lunch recess and in Daycare. Responsibilities include, but are not limited to, the following:

DUTIES:

- Supervise daily lunch duty
- Communicate any accident or incident to the supervisor and the teacher
- Set a positive example according to Daycare objectives and lunch supervision, including being professional, polite, and ethical
- Plan and implement activities for Daycare
- Participate in all activities with students
- Encourage and facilitate the students' participation in all activities by implementing appropriate strategies, such as visual structure and reinforcement
- Maintain Preschool & Daycare room and hallway, including updating bulletin boards with students' work
- At the conclusion of the activity or day, clean up all Daycare areas
- Share and rotate responsibilities
- Oversee student check-in and sign-out as needed
- Care for ill students when a nurse or administration is not available
- Maintain Preschool/ Daycare Nurse station
- Ensure all equipment and supplies are ready and set up for activities in advance
- Document incidents/accidents with Daycare assistants, parents, and/or students
- File when needed
- Prep and plan all art/holiday curriculum for Daycare
- Adhere to a professional dress code as outlined in the Employee Handbook
- Other duties as assigned by the Director of Student Life and Care

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 standard Daycare/classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a Daycare/classroom setting; to stand or sit for prolonged periods of time; 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: Ten-month, full time hourly non-exempt employee

Reports to: Director of Student Life and Care

This is a full-time, hourly, non-exempt position starting at \$20.50 an hour up to \$25 an hour depending on education and years of experience. Please send cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.