

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b> St. Isidore School	<b>POSITION STATUS:</b> P/T
<b>POSITION:</b> Extension Assistant	<b>SCHEDULE:</b> M-F TBD 6:30am-8:30am; 2:45pm-6pm M-Th; 12pm-6pm 1 <sup>st</sup> F; varies
<b>CATEGORY:</b> Non-Exempt	

**SUPERVISOR:** Principal

**JOB SUMMARY:** To assist the Principal and Extension Director in management of all affairs and responsibilities for the operation of the Extension Program.

### ESSENTIAL FUNCTIONS:

#### General Responsibilities:

- Practicing Catholic with general knowledge and understanding of the Catholic Church.
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal and/or Extension Director

#### Assistant Responsibilities:

- Keeps attendance records that pertain to the administration of the program.
- Keeps informed of all general school policies, and relevant laws and regulations.
- Seeks feedback on the program from those involved, i.e. staff, parents, students, and makes adjustments when necessary
- Complies and implements Extension Handbook program policies and procedures.
- Communicates with the Extension Director regarding repairs and maintenance.
- Submits time sheets to the Extension Director.
- Attends regular scheduled staff meetings keeping the principal informed.
- Attends the orientation of newly enrolled students.

#### Health and Safety Responsibilities:

- Maintain cleanliness and housekeeping of facilities in clean, sanitary, and operable conditions.
- Have access to emergency forms on all Extension personnel and Extension students.
- Follows the school legal health and safety directions.
- Implements a program of playground safety.
- Implements a snack program based on sound nutritional principals.
- Communicate with parents and faculty regarding student behaviors and concerns.

**MINIMUM QUALIFICATIONS:**

Must be 21 years of age with a high school diploma and some experience with supervision of children. Must be interested in working with children and demonstrate an understanding of the developmental needs of children. Must be a warm, caring person capable of assisting children.

**Experience:** Previous supervision of children.

**Skills / Knowledge:**

- Confirms knowledge of St. Isidore mission.
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Isidore School.
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities.
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Displays proficiency in Microsoft Word, Excel and computerized software
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE