

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Holy Rosary Catholic School

POSITION: Extended Day Aide

CATEGORY: Non-Exempt

POSITION STATUS: Part-Time

SUPERVISOR: Principal

JOB SUMMARY: The extended day program aide is hired to ensure students' safety and to oversee their behavior while they are in the extended day program. Aides are to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Holy Rosary Catholic School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The extended day aide assists in establishing a faith-filled environment.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, encourages daily prayer, and student virtue
- Supervises students so that they complete homework in an orderly manner
- Supervises the playground so that students play in a safe and respectful manner within the assigned areas
- Records and informs the classroom teacher or principal of any serious behavior issues
- Reports all strangers on campus to the extended day director
- Surveys the people/activities outside of school gates and boundaries to ensure a safe environment
- Focuses attention on students and avoids distractions
- Reports playground and equipment hazards immediately to the extended day director
- Exhibits flexibility in the needs of the extended day program environment
- 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
- Works cooperatively with all school personnel
- Performs additional duties as requested by the principal

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree and/or college credits in education preferred but not required.

Experience: Previous instructional experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of Holy Rosary Catholic School mission
- Exhibits good judgment and tact in performing of duties
- Displays pleasant, but firm demeanor when reminding students of playground and safety rules
- Presents a neat appearance, and is punctual, encouraging and helpful
- Displays ability to communicate clearly and effectively
- Exhibits knowledge of school operations
- Complies with guidelines established for blood borne pathogen, and first aid training
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE