St. Mary Catholic Schools
Grades P3-12

Job Title: **After School Care Aide**
Reports to: **Principal**

Job Summary: The After School Care Aide works with the After School Care Provider to provide care to children from 3:00 pm to 5:30 pm every day that school is in session.

Duties and Responsibilities:

- Interact positively with children during the after school care program
- Assist After School Care Provider with first aid for incidences that may occur during the program
- Supervise the students and provide discipline when necessary
- Maintain the order and cleanliness of the after school room
- Create a safe and happy environment for the children and parents
- Maintains an accurate time card for payroll
- Other duties as assigned by After School Care Provider

Qualifications:

- Dependable and reliable
- Possess good communication skills
- Able to work with children of different age levels.
- Demonstrates and models a Catholic faith commitment to children
- Possesses confidentiality about student information
- Submission to legal background check, completion of Virtus training and agreement with the Pastoral Code of Conduct

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Signature:_____ Date:_____