

ARCHDIOCESE OF INDIANAPOLIS

Nativity Catholic School

Job Description

I. IDENTIFYING INFORMATION

Position Title: Extended Care Worker
Status: _____ Full-Time ___^x___ Part-Time
FLSA: Non-exempt
Reports to: Principal, Extended Care Supervisor
Supervises: None

II. PRIMARY FUNCTIONS

After Care Personnel are responsible for the supervision of students before or after school.

III. POSITION CONTENT

a. Essential Functions

1. Ensure ongoing provision of supervision for children.
2. Engage with children in age-appropriate activities.
3. Monitor for issues impacting child safety and provide needed assistance to address concerns, including reporting to supervisory staff.
4. Provide structure and organization for before and aftercare time for children, communicating activities and expectations.
5. Organizes and participates in games, reading to the children, teaching them simple art skills (painting, coloring, handiwork) and teaching them simple songs and activities appropriate to their age and development.
6. Directs children in eating, playing, resting, and toileting.
7. Helps children to manage their belongings including self-responsibility for clothing and belongings, picking up and putting away toys and books.
8. Assists in preparing food and cleaning as needed.
9. Maintains a classroom environment that is in accord with program goals and philosophy.
10. Attends training and staff meetings as required.
11. Keeps all required records, such as attendance and timesheets.
12. Meets all applicable licensing regulations.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Ability to implement a program based on sound principles of child development.
2. Ability to interact positively with children and act as an appropriate adult role model.
3. Meet Indiana childcare agency regulations. Enforce and apply all laws, rules, and regulations.
4. Ability to maintain accurate and detailed records.
5. Ability to give and follow written and oral instructions.
6. Ability to exercise judgment and discretion in analyzing and resolving problems.
7. Ability to maintain cooperative working relationships.

8. Ability to demonstrate respect for and sensitivity to a diverse population of students, co-workers, parents and others.
9. Ability to exercise discretion and to maintain confidentiality.
10. Ability to communicate effectively with children, other staff, parents, and the general public.
11. Patience and genuine interest in furthering the wellbeing, education, and development of children.
12. Ability to exercise discretion and to maintain confidentiality.
13. Ability to communicate effectively with children, other staff, parents, and the general public.
14. Willingness to foster the mission of the Church

b. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Graduation from an accredited high school; completing of an equivalent diploma (GED); or any combination of education and experience that gives the skills necessary to complete the essential functions of the job successfully.
2. One year of experience related to the care of children preferred.
3. Successful completion of pre-employment training, health screening, and background screenings as required by law.
4. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
5. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
6. Must be able to complete required continuing education to maintain approval to work in program.

V. WORK ENVIRONMENT

1. Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 pounds) unassisted
2. Ongoing bending; standing; climbing; or walking.
3. Must be able to kneel, stoop, stand, and sit throughout shift.
4. Exposure to an environment containing exposure to biological conditions such as bodily fluids and waste, germs, childhood ailments.
5. Exposure to weather conditions to facilitate outdoor activities for children