

AFTER CARE ASSISTANT

St. John the Baptist Catholic School

Excelsior, MN

Position Description

Title:	After Care Assistant
Reports to:	Principal
Direct Reports:	None
FLSA:	Non-exempt, hourly
Hours:	Part-time, 3:30-6:00pm, or hours as schedule per letter of employment
Schedule:	Primarily Monday-Friday, depending on instruction days scheduled Schedule may vary based on church or school needs; occasional evening or weekend time may be necessary.
Benefits eligible:	No (unless combined with another position to exceed 30 hours/week)
Last revision:	10/2/2020

Job Purpose: To give assistance to all aspects of the After Care program as directed by the principal. Under the general supervision of the principal, the After Care Assistant strives to achieve the goals of Catholic education; works as a member of the St. John the Baptist Catholic Montessori School team; establishes positive school community relationships; continues professional development; performs other job related tasks as deemed necessary and/or assigned by the school principal.

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal.

Essential Job Functions

1. Strives to achieve the goals of Catholic education
 - Shows evidence of the Catholic philosophy of education
 - Promotes Gospel values and Catholic moral teachings
 - Upholds the doctrinal teachings of the Catholic Church
 - Exemplifies Catholic living both in and out of the classroom
2. Works as a member of the school team
 - Participates in staff meetings
 - Participates in trainings as assigned by the principal

- Participates in community activities
 - Maintains a professional attitude
 - Demonstrates positive communication skills
3. Establishes positive school community relationships
 - Works collaboratively in partnership with teacher and director
 - Promotes, attends and participates in school events and school programming
 - Maintains professionalism and is a role model of Catholic faith
 - Serves as an ambassador for the school in all public interactions with students, parents, community members and fellow staff by speaking positively about its programs, staff and climate.
 - Supports and enhances student recruitment and fundraising efforts of the school by speaking with prospective families, staffing school events such as open house or gala fundraisers, and welcoming visitors (prospective students, families, donors, etc) to the classroom.
 4. Participates in professional development
 - Participates in professional activities and in-services
 - Attends and participates in school and diocesan sponsored meetings, in-services and staff development opportunities as assigned by the principal.
 5. Performs any other job related tasks deemed necessary and/or assigned by the principal

Representative Responsibilities:

1. Direct the activities of the children.
2. Maintain a safe environment for the children.
3. Keep the classrooms and play areas clean and attractive.
4. Ensure program compliance with state childcare mandates.
5. Develop and maintain good communications and PR with the parents.
6. Ensure that children and parents feel welcomed on a daily basis.
7. Order supplies as needed.
8. Maintain proper attendance records.
10. Keep classrooms clean and attractive.
13. Assisting emergency drills (fire and tornado).
14. Administering first aid as needed.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications of the position and the Principal may assign other duties in accordance with the position. More detailed listings of duties and tasks are outlined in supplemental documents such as the Staff Handbook.

Basic Qualifications:

- Willingness and ability to prepare students to live out the Gospel message, achieve academic excellence, and joyfully lead by faith, virtue and reason.
- Ability to collaborate with other educators and school administration to achieve the mission of St. John the Baptist Catholic Montessori School.

- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be available for evening and weekend work as necessary; have reliable transportation
- Be able to manage multiple tasks simultaneously
- Ability to maintain confidentiality
- Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment

Other Requirements

1. Employees are expected to be present, ready to work and on time for all scheduled work hours.
2. Employees must complete VIRTUS training, undergo a background check and sign the Pastoral Code of Conduct.
3. Employees must comply with the requirements of PACE (Protecting All Church Employees) program of Catholic Mutual Insurance including annual in-service training as prescribed by the parish/archdiocese.

Minimum Qualifications:

1. Meets Essential 3 requirements of the Archdiocese of St. Paul and Minneapolis (Virtus Training, Background Check, Code of Conduct)
2. CPR and First Aid certified within 90 days of hire

Mental Demands: The ability to remain calm in chaotic situations and be consistent in discipline situations.

Physical Demands: The ability to climb stairs, move and shelve books, move other classroom items needed in teaching, lift up to 25 pounds.

Employee: I have reviewed this job description and agree that it is an accurate representation of the responsibilities. I understand that as the organization’s needs change, my job description will change.

Employee’s Signature Date

Supervisor’s Signature: I have reviewed this job description and agree that it is an accurate representation of the responsibilities of this position

Principal’s Signature Date

Pastor’s Signature Date