

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Saint Joseph School POSITION: Support Staff

CATEGORY: Exempt-Non Contracted POSITION STATUS: Full Time

SUPERVISOR: Principal

JOB SUMMARY: Under the supervision of the principal, is responsible for the operations of the Extension Program, works to ensure the safety and to supervise students while on the playground and during lunch, assists in establishing a faith-filled environment and facilitates learning for students with direction from the classroom teacher, and supports the school office operations as needed.

ESSENTIAL FUNCTIONS

General Responsibilities:

- 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
- Promotes student growth, achievement, and feeling of self-worth
- Exhibits flexibility in the day-to-day school environment
- Supervises students so they conduct themselves in an orderly manner
- Works cooperatively with all school personnel
- Keeps informed of all general school policies, and relevant laws and regulations.

Lunch Supervision Responsibilities

- Supervises the clean-up of all lunch areas
- Sends children with minor injuries to the school office; another child should accompany any primary student
- Attends to child with serious injuries and sends responsible student immediately to the office for assistance

- Records and informs the classroom teacher and/or principal of any serious behavior issues
- Focuses attention on students and avoids distractions
- Surveys the people/activities outside of school gates and boundaries
- Focuses attention on students and avoids distractions
- Reports playground and equipment hazards immediately to the office
- Arrives to designated area early and remains until students are in the care of the teachers in the classroom

Extension Program Responsibilities

- Supervises the management and all issues related to the administration of the extension program, as designed by the principal.
- Keeps attendance records that pertain to the administration of the program.
- Plans space usage with the principal.
- Keeps inventory record and manages supplies.
- Assists the staff in developing a workable plan for using the indoor and outdoor space that has been allotted to the Extension Program.

Organizational Responsibilities:

- Arrange
 - for substitute help as needed.
- Assists planning and executing a daily schedule which may include organized activities, crafts, academic enrichment, homework time, and snacks.
- Locks and secure all Extension facilities prior to leaving the premises.

Health and Safety Responsibilities:

- Maintain cleanliness and housekeeping of facilities in clean, sanitary, and operable conditions.
- Keeps emergency forms on all Extension students.
- Follows the school legal health and safety directives.
- Implements a program of playground safety.
- Plans and 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 Saint Joseph School mission

- 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 basic computer literacy, word processing, etc.
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE