

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Mel School

POSITION: Extension Program Aide

CATEGORY: Non-Exempt

POSITION STATUS: Part-Time (1:00-5:00 pm)

SUPERVISOR: Principal

JOB SUMMARY: The Extension Program Aide is hired to ensure students' safety and to oversee their behavior while in the Extension Program and playground. Extension 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 St. Mel School, and adhere to the directives set by the Extension Director and Principal.

ESSENTIAL FUNCTIONS: The Extension 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 participate in school liturgies when provided the opportunity
- Supervises students so that they eat in an orderly manner
- Supervises the clean-up of all areas
- Supervises the playground so that students play in a safe manner within the assigned areas
- Records and informs the Extension Director and/or principal of any serious behavior issues
- Sends children with minor injuries directly to the Extension Director; another child should accompany any primary student
- Attends to child with serious injuries and sends responsible student immediately to the the Extension Director for assistance
- Reports all strangers on campus to the Extension Director immediately
- 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 or Extension Director
- Assists in supervising the safety and well-being of each child as assigned
- Exhibits flexibility in the day-to-day school 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 Extension Director or principal

MINIMUM QUALIFICATIONS:

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

Experience: Previous school experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of St. Mel School mission
- Exhibits good judgement 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, CPR, and first aid training
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE