

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Rose School

POSITION: Extension (EDC) Aide

CATEGORY: Non-Exempt

POSITION STATUS: Part-Time

SUPERVISOR: Principal / Extension Director

JOB SUMMARY: The EDC aide respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The EDC aide is a paraprofessional hired to assist the Extension Director by providing help in meeting individual student needs and creating the best possible Extension environment. Mindful of the importance of student growth and achievement the aide assists the director in each student's special progress or needs. 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. Rose School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The EDC aide assists in establishing a faith-filled environment, and facilitates the enjoyment of all students in the Extension program with the direction from the EDC Director.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, encourages daily prayer and participate in school liturgies
- Promotes student growth, achievement, and feeling of self-worth
- Assists with large and small group time for a relaxing, home-like experience through the variety of activities found in Extension.
- Assists in cultivating an atmosphere conducive to fun and learning
- Assists in supervising the safety and well-being of each child as assigned
- Exhibits flexibility in the Extended Day Care 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 Principal or the Extension Director

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education: Minimum High School diploma required. One-two college semesters preferred but not required.

Experience: Previous experience with children preferred...(i.e. day camp; summer camp, child care, classroom aide).

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics
- Confirms knowledge of St. Rose School mission
- 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
- Displays proficiency in Microsoft Word, Excel, and computerized software

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE