

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Ignatius Parish School

POSITION: Extended Day Aide

CATEGORY: Non-Exempt

Full time

SUPERVISOR: Principal/Extended Day Program Director

JOB SUMMARY: St. Ignatius of Loyola Parish School is a Catholic elementary school located at 3245 Arden Way Sacramento, CA 95825 and is a member of the Diocese of Sacramento. Our Extended Day Program hours are 7:00 -10:45 a.m. and reopens 12:00pm – 6:00 p.m. Monday- Friday. The Extended Aide is responsible for a variety of tasks to support the program and our students, such as: supervise students during homework, activities, and free play. Serves after school snacks, engages with students and parents, and helps coordinate weekly activities.

A total of @35 weekly hours.

M-F 10am-5pm/certain days 6pm.

Full Benefits

Must be at least 18 years old, and must complete the pre-application and applicant questionnaire. The hired applicant will need to receive a fingerprint clearance from DOJ, provide a negative TB test, and complete the online Safe Environment Training and be or take CPR training to be certified.

ESSENTIAL FUNCTIONS: The Extended Program Aide assists the Director in establishing a faith-filled environment that meets the needs of our families and students.

MINIMUM QUALIFICATIONS:

Education: High School Degree and must be at least 18yrs. old.

Experience: Previous experience working with children preferred but not required

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of St. Ignatius School mission
- Displays ability to communicate clearly and effectively
- Receives fingerprint clearance from DOJ, negative TB test, and completes Safe Environment Training.
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Is a team player and promotes a positive culture amongst all staff
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

