

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** St. Mel School

**POSITION:** Extension Teacher

**CATEGORY:** Non-Exempt

**POSITION STATUS:** Part-Time

**SUPERVISOR:** Principal/Extension Director

**JOB SUMMARY:** The Extension Teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living. Extension Teacher supervise students during homework, activities, and free play. They also help coordinate weekly activities. Extension Teacher 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 school administration.

**ESSENTIAL FUNCTIONS:** The Extension Teacher assists in establishing a faith-filled environment, and facilitates a program for students with direction from the Extension Director.

### **General Responsibilities:**

- Promotes student growth, achievement, and feeling of self-worth
- Assists with individual and/or small group activities by completing assigned tasks as directed by the 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

### **MINIMUM QUALIFICATIONS:**

Education: High School graduate or min. age of 18yrs.

Experience: Previous experience working with children but not required

### Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of St. Ignatius Parish School mission
- Values routine, structure, and organization
- Exhibits high expectations with compassion
- Displays ability to communicate clearly and effectively
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training

Salary Range: \$16-20/hr

- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics