

Diocese of Sacramento JOB DESCRIPTION

PARISH: St. Mary School	POSITION STATUS: Part-Time
POSITION: Extension Leader	CATEGORY: Non-Exempt

SUPERVISOR: Principal/Extension Director

JOB SUMMARY: Assist the Extension Director in the implementation of the extended care program at St. Mary School. Organizes, leads, and monitors activities of the students enrolled in the program and provides other assistance as needed.

ESSENTIAL FUNCTIONS:

- Plans, supervises, and administers daily activities under the guidance of the Director in accordance with the policies and philosophy of the program
- Gears activities to the needs of the children
- Supervises the playground so that students play in a safe manner within the assigned areas
- Treats each child with dignity and respect
- Helps each child to become aware of his/her role as an integral member of a group
- Responsible for the ordered arrangement, appearance, décor and relaxed environment of the facility
- Develops positive rapport with the parents of students enrolled in the program
- Participates equally in the joint housekeeping responsibilities of the staff
- Attends all Extension staff meetings
- Participates in training programs, conferences, courses, and other aspects of professional growth as recommended by the Director and Principal
- Maintains a professional attitude
- Exhibits flexibility in the day-to-day school environment
- 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 related duties as required

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: One year of experience working with children preferred.

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of St. Mary School mission
- Displays ability to communicate clearly and effectively
- Exhibits knowledge of school operations
- Complies with guidelines established for bloodborne pathogens, CPR, and first aid training
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

Employee Signature

Date

Supervisor Signature

Date