



# Vacant

## Extended Day Aide

Updated on April 4, 2017

### Employment Information

Employment Date	<b>Occasional</b> Employment Category	<b>Non-Exempt</b> FLSA Classification
<b>Semi-Monthly</b> Pay Frequency	<b>6:45 a.m. to 7:45 a.m. / 2:45 p.m. to 6:00 p.m. – August - May</b> Scheduled work week	

### Job Information

Job Date	<b>Extended Day Aide</b> Job Title	<b>Extended Day</b> Program Name
<b>St. Elizabeth Ann Seton Catholic School</b> Entity Name	<b>Extended Day Supervisor, Principal</b> Supervisor	

*The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

### Essential Functions of the Extended Day Aide are:

The Extended Day Aide works with and under the direction of the Extended Day Supervisor to provide assistance in the implementation of the Extended Day program.

### Job Duties

- Assists with the implementation of instructional/recreational activities for children in extended day program.
- Helps maintain student behavioral expectations.
- Communicates with parents as appropriate.
- Assists in the maintenance of extended day records.
- Serves food and cleans up after snack is completed.

### Qualifications

- Must have basic understanding/acceptance of Catholic School philosophy, goals, objectives

- Must have a basic understanding of child development and skills necessary to relate to the students being serviced
- Must be able to use the control and discipline techniques established for extended day program
- Must work cooperatively with extended day supervisor, extended day aides and other staff
- Must have the following education training and experience:
  - High school diploma
  - One year of experience working with children
  - Equivalent of 15 credit hours in education or additional 3 years working with children
  - Positive references and recommendations
- Must be able to successfully pass child protective services and criminal background check.

**Working Conditions**

- Extended day program setting two to four days a week August through May from approximately 6:45 a.m. to 7:45 a.m. and/or 2:45 p.m. to 6:00 p.m.
- In-service hours as required.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Signatures:**

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Employee

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Supervisor

\_\_\_\_\_

Date