



*Growth. Values. For life.*

## JOB DESCRIPTION

**JOB TITLE:** Extended Day Assistant

**DEPARTMENT:** Lower School

**GENERAL DUTIES:** The Extended Day/Summer Academy Assistant assists the Coordinator with activities for children who attend those programs. Both programs exist to benefit the children who attend our Academy.

**REPORT TO:** Manager of Extended Day and Auxiliary Programs

### **SPECIFIC DUTIES:**

#### **Communication:**

- Assist in all activities of Before School, After School, Holiday, and Summer Academy programs and is responsible for the assistance in the operation of all Extended Day programs
- Assist in creating and developing new ideas to keep the programs fresh, unique, and competitive
- Attend Ursuline functions and trips
- Keep in mind that the safety and well being of each child is of the utmost importance to the school
- Assist the parents of new students by familiarize them with school procedures
- Communicate with parents to cultivate goodwill and address concerns

#### **Administrative:**

- Attend training sessions, workshops and conferences to enhance professional development
- Keep needed certifications current
- Inform Coordinator of accidents or incidents and submit report
- Assist in the plans and executes fire drills
- Work with contracted instructors to schedule and coordinate activities provided for children
- Prepare time sheets monthly for payroll and submit to Coordinator for authorization

**Work Ethics:**

- Maintain confidentiality at all times regarding the Ursuline community
- Attend all required meetings and willing to perform all other duties as assigned
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents and alumnae and exemplify the core values

**EDUCATION:**

BA or BS degree preferred

**EXPERIENCE:**

Childcare experience necessary.

**COMPETENCIES NEEDED:**

The skills required to perform multiple technical tasks with periodical upgrade skills in order to meet changing job conditions. The employee will be required to prioritize, analyze situations to define issues and schedule accordingly. Supervision of children in the program is required.

**PHYSICAL DEMANDS:**

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.

**Employee Name:**

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**Employee Signature:**

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**Date:**

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