

PARISH

EPISCOPAL SCHOOL

WISDOM ▪ HONOR ▪ SERVICE

Extended Day Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of 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.

Parish Episcopal School is seeking an After School Care Specialist to work in our Parish Extend program. Parish's Extended Day program is designed to serve as an extension of Parish Episcopal School students' day and curriculum. Extended Day is a fun, safe, and caring environment for children provided by staff who demonstrate enthusiasm, warmth, and respect for our students. Extended Day staff will organize, facilitate, and participate in daily activities.

Extended Day staff is a part-time, hourly position working on school days between 2:45-5:45pm. Additional hours are available on selected days. Compensation begins at \$18.00/hour, dependent upon experience.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Interact with children in an effort to build self-esteem, answer student questions, set proper examples by being a role model, provide emotional support, a friendly attitude and general guidance
- Set up and clean up program, project and activity areas
- Assist students in working on and completing homework, projects and activities
- Assist with carpools and accompany students between classes and lessons
- Assist in maintaining program standards of student behavior needed to achieve effective participation in activities.
- Be familiar with and adhere to school policies and procedures
- Promote the school's statement of mission and philosophy

QUALIFICATIONS

- At least 18 years of age
- High School diploma or equivalent required
- Experience with children and familiarity with child development
- Discretion and mature judgment in handling sensitive and confidential information
- A team player with strong interpersonal skills to effectively and professionally communicate with students, faculty and parents
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner

- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
- Must be able to meet the physical and mental requirements of the position

PREFERRED QUALIFICATIONS

- College credit in child development, education or related field
- Associate or Bachelor’s Degree in child development, education or related field

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- | | |
|---|---|
| <input type="checkbox"/> Office Environment | <input type="checkbox"/> Hearing |
| <input checked="" type="checkbox"/> Classroom Environment | <input checked="" type="checkbox"/> Clear Speech |
| <input checked="" type="checkbox"/> Works Primarily with Students | <input checked="" type="checkbox"/> Touching (Hand and Finger Dexterity) |
| <input type="checkbox"/> Works Primarily with Adults; | <input checked="" type="checkbox"/> Sitting |
| Some Exposure to Students | <input checked="" type="checkbox"/> Fine Finger Manipulation in Use of Computer |
| <input checked="" type="checkbox"/> Travel – Light | <input checked="" type="checkbox"/> Standing |
| <input type="checkbox"/> Travel – Heavy | <input checked="" type="checkbox"/> Ability to Move Distances |
| <input type="checkbox"/> Evening and/or Weekend Commitment – Light | <input checked="" type="checkbox"/> Hillcrest Campus includes 5 buildings, 10 acres |
| <input checked="" type="checkbox"/> Evening and/or Weekend Commitment – Heavy | <input type="checkbox"/> Midway Campus is 350,000 square feet, 50 acres |
| <input checked="" type="checkbox"/> Inside | <input type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Outside | <input type="checkbox"/> Climbing |
| <input checked="" type="checkbox"/> Works with Others | <input type="checkbox"/> Balancing |
| <input type="checkbox"/> Works Alone | <input type="checkbox"/> Kneeling |
| <input checked="" type="checkbox"/> Extreme Heat | <input type="checkbox"/> Crawling |
| <input checked="" type="checkbox"/> Extreme Cold | <input type="checkbox"/> Reaching |
| <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Twisting or Bending at Waist |
| Physical Requirements: | <input checked="" type="checkbox"/> Pushing or Pulling |
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Lifting 0 - 20 pounds |
| <input checked="" type="checkbox"/> Color Perception | |

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School’s equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School’s equal employment opportunity policy.

Qualified candidates should send a cover letter and resume’ to employment@parish.org