



## **JOB DESCRIPTION**

### Before and After School Care Assistant

<b>Employer</b>	St. Ignatius of Loyola Catholic School
<b>Reports To</b>	Head of School
<b>Terms</b>	Work Agreement-1 year
<b>Position FTE</b>	50%

### **SUMMARY**

St. Ignatius Catholic School strives to employ an individual whose response to God's invitation is to work in a Catholic educational setting. The Before and After School Care Assistant will work within St. Ignatius Catholic School. This position assists the Director in general child care operations.

St. Ignatius Catholic School strives to employ an individual who is a practicing Catholic, is willing to pledge an Oath of Fidelity to the Magisterium, and will serve as a joyful role model of all that is good, true, and beautiful within the St. Ignatius community. The assistant is expected to model behavior consistent with the St. Ignatius mission, vision, and core values.

### **PRIMARY RESPONSIBILITIES**

These duties may include, but are not limited to the following

- Assist in creating developmental programs and daily routines; implement and evaluate them to ensure needs of both the children and parents are satisfied
- Ensure a conducive and joy-filled environment for early childhood development
- Apply positive behavior management tools
- Ensure children remain in a safe and healthy environment, teaching essential safety and hygiene practices
- Promptly communicate with parents/guardians regarding behaviors and/or other issues as needed
- Keep environment tidy and organized; Model and teach students to be stewards of the environment
- Ensure accurate check in/check out procedures; Data to be provided to the business services office at the end each week

### **DESIRED SKILLS**

- Desire to motivate and work joyfully and patiently with children
- Ability to adapt to various student needs and attendance schedules
- Ability to create a courteous, disciplined instructional environment

### **QUALIFICATIONS**

*Mission: We will meet the unmet demands of our students and families for a Catholic classical education to form a joyful community of disciples of Christ.  
Vision: As a Catholic community, we will increase the number of virtuous leaders, thinkers, and intentional disciples of Christ working to rebuild our culture.*



- High school diploma or equivalent
- Previous experience/training in child care
- Background in a Catholic school environment preferred
- Familiarity with Google Suite and Microsoft Suite
- Diocese of Green Bay Office of Safe Environment requirements including VIRTUS training and background check

#### PHYSICAL REQUIREMENTS

- Work is typically performed in an inside, temperature-controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, and the like
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school and other facilities as needed

#### MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Represent St. Ignatius Catholic School joyfully and professionally
- Participate collegially in our Christ-centered, mission-minded environment
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Seek opportunities for personal professional development in accord with one's role
- Demonstrate compliance with policies, protocols, procedures, directives, and core values as outlined in policies of the Green Bay Diocese, the St. Ignatius Catholic School Staff Procedural Manual (and other school handbooks as applicable)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_