



Growth. Values. For Life.

EXTENDED DAY CHILDCARE ASSISTANT
JOB DESCRIPTION

Department: Lower School
Supervisor: Extended Day & Auxiliary Program Manager
Status: Part-time

Ursuline Academy is seeking an Extended Day Assistant to assist with activities for children who attend the Extended Day Program and Holiday Programs. Both Programs benefit the children who attend Ursuline Academy. Childcare experience required.

SPECIFIC DUTIES:

Operational

- Assist in the planning, preparation, and delivery of all Extended Day Program and Holiday Program activities.
- Assist in creating and developing new ideas to keep the programs fresh, unique, and competitive.
- Assist with activities, games, crafts, and homework for participants in the Programs.
- Supervise snack time and outdoor play.
- Ensure a safe and stimulating play environment.
- Assist the parents of new students by familiarizing them with Program procedures.
- Communicate with parents to cultivate goodwill and address concerns.
- Carry out any other duties required to enhance the Programs.

Administrative

- Attend functions and staff meetings as needed.
- Attend training sessions to enhance professional development.
- Inform the Manager of accidents or incidents and submit a report.
- Work with contracted instructors to schedule and coordinate activities provided for children.

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community.

- Contribute by personal example to an atmosphere of faith commitment consistent with Catholic values and Ursuline's founder, St. Angela Merici.
- Must be highly dependable and have a willingness to perform all other duties as assigned.
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae.
- Regularly reflects on practice, seeks and responds to feedback, and demonstrates self-awareness and commitment to continuous learning and development.

REQUIREMENTS:

- Childcare experience

PREFERRED:

- BA or BS degree
- Early Childhood Education degree or course work

COMPETENCIES NEEDED:

The skills required to perform multiple technical tasks with periodical upgrade skills to meet changing job conditions. Excellent organizational, communication, and problem-solving skills are required.

PHYSICAL DEMANDS:

The position requires frequent walking, standing, bending, talking, and lifting 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.