

NOTRE DAME DE SION SCHOOL
POSITION PROFILE

POSITION TITLE: Extended Day Program Staff
CAMPUS LOCATION: Grade School Campus
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Grade School Principal

POSITION OBJECTIVE

The extended day program staffer will supervise children ages Montessori through eighth grade, maintain a safe and fun environment for the students, manage basic student records, and uphold the Sion Mission on the Grade School campus of Notre Dame de Sion.

QUALIFYING CHARACTERISTICS

- Energetic and creative
- Excellent interpersonal skills
- Works as a team player
- Demonstrates exceptional work ethic, organization, and attentiveness to detail
- Candidates must enjoy working with children and adults, and be professional and patient in interactions with all constituents
- Minimum education requirement is HS diploma or equivalent
- Strongly recommended for applicants pursuing a degree in education, graduates with an education degree or those with 1-3 years previous experience working with elementary-age students

PRIMARY RESPONSIBILITIES

- Supervise children ages 2-14
- Account for children at all times
- Maintain a safe and fun environment
- Manage basic student records
- Distribute snacks to all children, with adherence to any food allergies
- Clean-up EDP area which includes, but not limited to: ensure area is free of food, trash and any other items
- Hours available are 2:30-6:30 Mon-Fri during the school year (August through May)
- Fulfill other responsibilities as requested by the Director of EDP, Principal or Head of School

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Able to stand or sit for extended periods of time on own
- Occasionally kneel, bend, stoop, and squat on own
- Be able to occasionally lift up to 30 lbs.
- Work in outside weather conditions, including extreme heat and cold

Notre Dame de Sion School is an Equal Opportunity Employer and is committed to diversity and inclusion (see Notre Dame de Sion Schools Statement on Diversity). We encourage all qualified candidates who aim to support our mission and actively participate in our diverse and inclusive community to apply.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

Please submit the following documents for consideration: cover letter, curriculum vitae or resume, statement of educational philosophy and list of references to Gina Moffitt, Director of Human Resources, by Friday, August 18, 2017.