

Extended Care Worker

Resurrection Academy

Full Time:25 hours per week. **Salary:** \$16.90 - \$18.00 Hourly

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY:

To provide a safe and secure environment for students; to provide a quiet atmosphere for students to begin homework; to provide supervision for students while in attendance at extended care; to service the needs of the working parents. To work in cooperation with, and under the leadership of the Extended Care Director to meet the needs of students in the before and after school program.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Maintain Extended Care rules for constant supervision of all students.
2. Enforce daily sign in/out procedures for students and parents.
3. Plan and execute a daily schedule which may include organized activities, crafts, academic enrichment, homework time, and snacks.
4. Maintain cleanliness and housekeeping of Extended Care facilities in clean, sanitary, and operable condition.
5. Lock and secure all Extended Care facilities prior to leaving school premises.
6. Exhibit a knowledge and understanding of the Catholic school as a ministry of the parish.
7. Other duties as assigned by Administration.
8. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.

QUALIFICATION GUIDELINES:

1. Must be 18 years of age with a high school diploma or GED.
2. Must be interested in working with children and demonstrate an understanding of the developmental needs of children.
3. Must be a warm, caring person capable of assisting children.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 25 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your cover letter and resume to:

Attn: Jasia Martinez, Principal
Resurrection Academy
17434 Miller Ave, Fontana, CA 92336
Email: jmartinez@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.