



## **JOB DESCRIPTION**

(rev. 6/2025)

### **SAINT PATRICK CATHOLIC SCHOOL**

#### **Extended Care Aide**

Saint Patrick Catholic School (SPCS) is a PreK-8 Catholic elementary school in the Archdiocese of Seattle. The successful candidate for this position will demonstrate a commitment to work with a talented and motivated student population and faculty. SPCS fosters amongst its administrators, faculty members, staff persons, and students a commitment to embrace and celebrate the diversity of the school's family and the broader community. Our school has made a strong commitment to promoting the diversity of our employees. We encourage persons of all backgrounds to apply.

#### **Extended Care Aide:**

The Extended Care Aide supports the mission of Saint Patrick Catholic School by providing a safe, nurturing, and engaging environment for children during after-school hours and occasional special events. This position involves direct supervision of children, ensuring their safety and well-being in body, mind, and spirit while maintaining a clean and organized space.

#### **Core Functions or Duties:**

##### **Supervision & Safety**

- Monitor children at all times to ensure a safe and nurturing environment.
- Follow program rules and expectations for behavior consistently.
- Maintain proper ratios in compliance with DCYF requirements.
- Assist and facilitate appropriate activities (arts, crafts, games).
- Model respectful, inclusive behavior for all children.
- Support positive social interactions.

##### **Child Engagement**

- Create a fun and welcoming environment through age-appropriate activities.
- Serve snacks to children after school and ensure children are properly dressed for the weather
- Observe specific parent instructions for feeding, rest, and special needs, especially for younger children.
- Maintain a professional and caring demeanor, and be kind and approachable.

##### **Behavioral Expectations**

- Enforce school and program behavior standards with consistency and fairness.
- Address behavioral issues promptly and with kindness, including bullying or inappropriate play.
- Encourage respectful language and manners (e.g., "please" and "thank you").
- Communicate effectively with coworkers and the program director regarding children's needs or concerns.
- Maintain professionalism when interacting with families during pick-up times.

##### **Playground & Activity Guidelines**

- Monitor the use of playground structures based on age group.
- Prohibit unsafe behaviors, including:
  - Climbing up slides or outside of structures
  - Hanging upside down
  - Climbing trees or pulling leaves
  - Playing with toy weapons or pretending to fight
  - Sitting in hidden areas or behind structures

- Playing on the Gaga pit inappropriately or running on slippery surfaces

### **Security Protocols**

- Do not allow non-school adults on the premises without verification.
- Unfamiliar adults must show ID before contact with children.
- Children may not open doors under any circumstance.

### **Environment & Cleanliness**

- Maintain a clean, organized environment.
- Perform light janitorial duties, including sanitizing surfaces and cleaning up body fluids when necessary.
- Ensure the space is safe and tidy at the end of each day or event.

### **Additional Responsibilities:**

- Other duties as assigned by the Extended Care Director, Principal, or Vice Principal

### **Relationships**

#### **Reporting**

- Reports to the Extended Care Director, Principal, and Vice Principal

#### **Working**

- Works with parents, students, and faculty & staff.

### **Salary Range: \$17/hr**

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills, and prior relevant experience, degrees, and certifications.

This position is 0.25 FTE and not benefit-eligible.

Those with direct Catholic education experience will be prioritized.

### **Benefits:**

This position is not eligible to receive benefits.

### **Inquiries/Submittal:**

Please send a cover letter & resume to Kate Chambers, Principal, at [kchambers@saintpats.org](mailto:kchambers@saintpats.org). Please also fill out the job application at the [Archdiocese of Seattle job posting page](#).