

Summary of Position:

The Extended Care Aide supports the mission of St. Joseph Catholic Church and School by providing a safe, nurturing, and engaging environment for children during after-school hours and parish 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.

Duties & Responsibilities:

Supervision & Safety

- Actively supervise children at all times, maintaining visual contact and awareness of surroundings.
- Follow established safety protocols, including monitoring playground areas, gates, and any unfamiliar individuals on premises.
- Remain within sight of fellow aides and rotate as needed to cover all play zones.
- Provide first aid for minor injuries, complete incident reports, and notify parents and the supervisor.
- Ensure children are checked in and out properly by authorized adults (age 18+).

Child Engagement

- Create a fun and welcoming environment through age-appropriate activities.
- Provide snacks to children after school and ensure children are properly dressed for the weather (use Lost and Found if needed).
- Observe specific parent instructions for feeding, rest, and special needs, especially for infants or younger children.
- Maintain a professional and caring demeanor—kind and approachable, but not acting as a peer or friend to the children.

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”).

Playground & Activity Guidelines

- Monitor use of playground structures based on age group:
 - **Grades K–2:** Large structure only; limited use of silver structure (pizza, doughnut, twizzler rockers).
 - **Grades 3–8:** May use both structures.
- Prohibit unsafe behaviors, including:
 - Climbing up slides or outside of structures
 - Hanging upside down
 - Climbing trees or pulling leaves

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- Playing with toy weapons or pretending to fight
- Sitting in hidden areas or behind structures
- Playing on Ga-ga pit inappropriately or running on slippery surfaces

Security Protocols

- Do not allow non-school adults on premises without verification.
- Unfamiliar adults must show ID before contact with children.
- Children in grades K–5 may not open doors under any circumstance; Grades 6–8 may only do so with aide permission.

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.
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Additional Expectations

- Orient new families and children to policies and procedures with a welcoming and informative approach.
 - Work collaboratively with other staff and communicate any concerns to the supervisor.
 - Perform responsibilities in compliance with Archdiocesan and parish policies.
 - Other duties as assigned.
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Signatures

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____