



### Extended Day Program (part-time)

Purpose: Supervise and ensure the safety and well-being of the children while providing a fun and nurturing the environment. To always be alert to the needs and/or problems of the children as individuals and as a group. This position is part-time.

#### Principal Duties and Responsibilities:

- Supervise children enrolled in extended day program
- Interact with the children at all times; when students are present, attention must be focused on them—not on other adults or activities
- Set boundaries and activities for each day
- Oversee homework time, snack time, help with carpool and walk children to EXTEND classes
- Clean up before leaving each day
- Check to make sure that homework is done, and help children keep track of their belongings
- Communicate daily with the ParishEXTEND team
- Manage children's behavior with firmness but understanding and make sure that ParishEXTEND team is aware of any discipline issues and document all issues in writing
- Report in writing any injuries or illnesses to ParishEXTEND team
- Be familiar with all ParishEXTEND policies and procedures.

Hours: 2:30 – 5:30 M-F, may commit for all or only selected days of the week.

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