



## Irish Blessings - Child Care Aid

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a Child Care Assistant for Irish Blessings Child Care Center. If interested, download and complete the application from [Cathedral's Career Page](#). Please submit all applications with a cover letter and resume to Beth Ernst, Human Resource Generalist at [careers@gocathedral.com](mailto:careers@gocathedral.com)

Applications are being reviewed now.

**SUMMARY:** The Irish Blessings Child Care Assistant reports to the Child Care Aid and is responsible for assisting the Director in creating a calm and loving child care environment through facilitating lessons, activities, and supervision to the children attending Irish Blessings Child Care Center at Cathedral High School. The child care center is open from 7:15am – 5:15pm, Monday through Friday.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for welcoming and supervising children during arrival. All parents and children are to be greeted by name. Form a caring, nurturing, and responsible relationship with children and their families.
- Treat all children, parents, and staff with dignity and respect.
- Understand and enforce the child care center's class rules in a firm and loving manner.
- Under the direction of the Child Care Director, create a calm and loving environment with our focus on a Godly centered classroom.
- Under the direction of the Child Care Director, reinforce classroom lessons and assist with planned activities, including arts, crafts, music, games, and any other activity for the children, both indoor and outdoor.
- Maintain a clean center environment by assisting children with clean up including themselves, spills or messes they make. Also help children wash their hands and perform diaper changes.
- Assist with preparation, serving, and clean-up of meals and snacks.
- Assist with nap and quiet time preparations. Tasks to include getting mats and blankets out and assisting the Director in getting the children to lay down.
- Models joyful and Christ like interaction with children during free play, outdoor play, and structured play activities.
- Assist the Director with preparing lesson plans and related activities, music, games, and field trips.
- Assist with daily cleaning procedures including sweeping, cleaning of cubbies, sterilizing of toys, mats, and outdoor area.