

After Care (PLUS) Staff Member (Part Time)

The Academy of the Sacred Heart is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 25 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.

Job Description

The After Care (PLUS) Staff Member is directly accountable to the After School Coordinator. S(he) works with the Coordinator of After School Programs, students, and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands, embraces, and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues and administration.
- Works with the Coordinator of After School Programs and PLUS staff members to execute responsibilities relating to the ASH PLUS program program: classroom management, facility use, and students' well-being.
- Participates in orientation, the Safe Environment course (if applicable), and staff meetings.
- Completes necessary tax forms, etc., with the school's business office.
- Works with the Coordinator of After School Programs to secure substitutes in the event of illness or other emergencies.
- Agrees to fulfill the terms of the contract of employment.

Preferred Qualifications

- Experience working in after school programs.
- CPR Certification if applying for Little Hearts PLUS
- Must be available the dates stated in the employee's contract
- Must attend mandatory meetings and orientation.

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/explore/careers. Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/explore/careers.