

# AFTER CARE ASSISTANT

## **St. John the Baptist Catholic School**

Excelsior, MN

**Description:** St. John the Baptist Catholic Montessori School is looking for an Aftercare Assistant to work with our Children's House (preschool/K) and Toddler students in aftercare for 10 hours a week (3:30-5:30) Monday through Friday for the academic year. You'll join a highly skilled team of educators committed to bringing both academics and the Catholic faith into children's daily experiences.

This is a non-exempt role with an hourly range of \$17-\$18 per hour.

**Statement on Working for the Catholic Church:** Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal.

### **Requirements:**

- Must be at least 16 years old
- Understand, share, and accept the responsibility for the safety and wellbeing of the children at all times.
- Help plan, organize, and supervise activities for aftercare.
- Work with individuals or small groups.
- Work in close collaboration with the Aftercare Coordinator to complete necessary organizational tasks
- Share responsibility for the care and maintenance of the classroom materials, dusting and cleaning the environment, refilling supplies, and properly storing all classroom supplies as directed by the Aftercare Coordinator.
- Perform light janitorial work in the event of accidents, i.e. spills, bathroom accidents, illness, etc.
- Supervise and support children with toileting.
- Support the school's mission, purposes, and objectives in a positive manner to parents and outside constituents.
- Do laundry and dishes for the school community.

### **Qualifications:**

- Willingness to adhere to the mission of St. John the Baptist Catholic Montessori School.

- Be a practicing Roman Catholic
- Have an understanding of the Montessori philosophy of education or be excited to learn more about the Montessori method.
- Love God and desire to share their faith with others.
- Love children and desire to help them in their personal character, virtue, and faith development.
- Be able to discipline children positively with gentleness, firmness, and consistency.
- Be able to maintain a positive working relationship with other staff, especially the Aftercare Coordinator.
- Be able to maintain strong relationships with parents; characterized by mutual respect, good will, and with the understanding that parents are the primary educators of their children.
- Maintain professionalism in speech, dress, action, and confidentiality
- Be able to pass a background check
- Complete required VIRTUS training
- Complete Pediatric CPR & First Aid training

### **Application Instructions:**

Please send your resume and cover letter to Megan Adam at [parishadmin@stjohns-excelsior.org](mailto:parishadmin@stjohns-excelsior.org).