



ST. TIMOTHY CATHOLIC SCHOOL

St. Timothy Catholic School is seeking an Extended Care Aide for the 2023-2024 school year.

JOB/POSITION INFORMATION

Post Date: August 30, 2023

Position Title: Extended Care Aide

Position Type: Part-time position open

Job Description: St. Timothy Catholic School is seeking an enthusiastic Extended Care Aide for the 2023-2024 school year. This position will support the Extended Care Director and support the safety of students. The position will also include some recess/outdoor play.

Requirements/Qualifications: This position includes responsibilities for working with small groups, assisting students with homework, and leading small group activities. With enthusiasm, respect, integrity, understanding, and patience, an Extended Care Director is expected to meet all staff goals, guidelines, and duties:

- Monitors and assists students in groups to support program activities
- Prepares and distributes snack to the children
- Leads games, art projects, and small quiet groups
- Supervises and assists students during homework time
- Complies with security procedures, including attendance, pick-up, and emergency procedures to ensure the children are safe
- Actively maintains a clean and organized site
- Assist children with problem solving skills
- Communicates effectively with students, parents, staff, and coworkers
- Certification in First Aid and CPR is required

Compensation and Benefits:

\$20.00-\$25.00/hr.; full-time positions are benefit eligible.

SCHOOL INFORMATION:

Name: St. Timothy Catholic School

Address: 1515 Dolan Avenue San Mateo, CA 94401

SCHOOL DESCRIPTION: Inspired by Gospel values, as reflected in the life and teachings of Jesus, St. Timothy School works in partnership with the Archdiocese of San Francisco and families in our parish and neighboring communities to create a safe and vibrant learning environment. Educated in the Roman Catholic faith, students develop their skills as loving Christians, innovative learners, giving citizens, humble students, and thoughtful communicators.

APPLICATION INSTRUCTIONS

Applicants should please send resume and cover letter to Dr. Ramirez Delgado, Principal, at iramirezdelgado@sttimothyschool.org

1515 DOLAN AVENUE SAN MATEO, CA

WWW.STTIMOTHYSCHOOL.ORG (650) 342-6567