



Archdiocese of San Francisco
Our Lady of Loretto School
Novato, CA 94945
Extended Care Aide

Our Lady of Loretto School in Novato, California, is a TK-8 Catholic elementary school that has been providing excellence in Catholic education since 1959. Combining deep-rooted traditions and current best practices, the school is dedicated to educating the whole child so that he or she may be successful in the 21st century. Educators focus on teaching the students to be active Christians, responsible individuals, life-long learners, effective communicators, and problem solvers.

The school community is seeking part-time Extended Care Staff for its Keane Care Program. Under the direction of the Keane Care Director, the staff will assist with activities, games, crafts, and homework for participants in the program. The staff will work 8-20 hours per week, Monday through Friday, from 2:00 - 6:00.

Qualifications:

Preference to be at least 18 years of age but may consider younger if applicant has experience caring for children.

- Previous experience working with elementary school aged children.
- Ability to work with children in a calm and caring manner.
- Possess basic knowledge and understanding of school aged children.
- Possess the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
- Must be in good physical condition.
- Possess or attain CPR/AED/First Aid Certification.
- Attain a food handlers permit if hired.

Responsibilities:

- Assist in the supervision of children in the extended care program.
- Assist with activities, games, and crafts.
- Provide homework assistance.
- Provide a warm and caring atmosphere for participants.
- Maintain open communication with Keane Care director and school personnel.

- Assist with the set up of all activities and preparation of food.
- Maintain a safe environment for participants.
- Maintain a positive attitude toward co-workers, the parents, the students, and the school.
- Report any problems which arise with participants, parents, or other employees directly to the Keane Care Director.
- Follow and enforce all safety policies.
- Assist with participant check-in/out.
- Utilize Curacubby and use the tablet as required.
- Proactive response to any issues and concerns regarding the Keane Care facilities to Keane Care Director
- Assist in clean up of Keane Care facility after extended care is finished each day. .

Salary Range

\$15.00-\$20.00 per hour based on experience.

To Apply:

Please send resume and 3 references to Principal Bob Olson Brown at bolsonbrown@ollnovato.org

Statement of Non-discrimination

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.