



# ST. PAUL'S SCHOOL

1690 Church Street, San Francisco, CA 94131 | (415) 648-2055 | [www.stpaulschools.org](http://www.stpaulschools.org)

St. Paul's School in San Francisco is looking for someone to join our school community and help with student extended care.

## **EXTENDED CARE STAFF:** Part-Time Position Available for School Year 2024-2025

**Description:** Seeking an energetic, engaging childcare professional to join our Afterschool Care Team. An Extended Care Staff Member is responsible to assist and support the Director in the overall day-to-day operations, general organization, and supervision of our after-school program for the students of Kindergarten - 8th grade. We are seeking a candidate to work up to five days, Monday through Friday, with general hours from 2:45 – 6:00 p.m. Monday hours are 1:45 – 6:00 p.m. On weeks that the students have minimum day dismissals, per the school calendar, one or more of the daily shifts may be adjusted to be from 12:15 – 6:00 p.m., as applicable. Additional hours may be available to supervise the yard during the school day.

### **Qualification/Requirements:**

- Be self-motivated, resourceful, and reliable
- Maintain the confidentiality of our students and families
- Be First Aid and CPR trained and certified (preferred)
- Experience and enthusiasm working with children and/or taking/have taken related College Units (preferred)
- Ability to sustain high energy and activity; standing and walking with ability to lift/move supplies and equipment Job Expectations and Responsibilities (including but not limited to):
  - Perform daily tasks prior to children's arrival and clean up/close up at end of day
  - Supervise children during program hours in our space, gym and school yard
  - Maintain order and discipline in a positive, safe and healthy environment
  - Assist in maintaining records for scheduling, attendance, and registration
  - Collaborate with peer team to enhance quality, effectiveness and comfortability of program
  - Communicate effectively with families
  - Help to supervise, educate, motivate and direct students
  - Supervise student study sessions
  - Assist with projects, activities, and thematic planning and needed materials
  - Engage students in indoor and outdoor games and physical activities
  - Organize and clean equipment and supplies
  - Treat minor injuries, record and follow up with families
  - Perform specific duties as assigned by coordinator
  - Assist with set up to open program at beginning of school year and close down and cleaning of program space/equipment/supplies at end of school year

**Employment Information:**

- Compensation range for this hourly-paid position will be \$20.55-23, set in accordance with the SF Archdiocese Pay Range Guidelines and depending upon the experience of the candidate.
- The work schedule will follow the school “Days In Session” Calendar, excluding the holiday weeks for Christmas and Easter.
- Successful candidates will be required to submit Livescan Fingerprinting Clearance, complete an online Child Safety course and present results indicating a negative TB test, per SF Archdiocese Compliance policy.

Contact: Jacqueline Curran, Principal, [jcurran@stpaulsf.net](mailto:jcurran@stpaulsf.net)

Please email letter of introduction/interest with resume

*(All school staff of Catholic schools 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. (Administrative Handbook #4111.4)*