

CORPUS CHRISTI EXTENDED CARE TEACHER PART-TIME  
2023 - 2024 School Year  
1 Estates Drive  
Piedmont, CA 94611

A small Catholic school has an opening for a part-time teacher for the afternoon After School Care Program. Applicants must enjoy working with children ages 5 through 12, be friendly, and energetic.

Prior child care or youth camp experience required. Duties included supervising play time, games and activities, and snack time. Hours of operation 2:30pm to 6:00 pm, Monday - Friday. School year begins in mid August and ends in mid June. Must meet mandatory Diocese of Oakland new hire requirements upon extension of job offer.

\*High School graduate

\*Successfully pass a criminal background check.

\*Clear TB test

Schedule:

- Monday to Friday 2:30 - 6pm Monday - Friday, 12:30 - 6pm on minimum days
- No weekends

**EXTENDED CARE PROGRAM TEACHER Part Time Hourly – JOB DESCRIPTION**

General Responsibilities:

1. Work under the supervision of the Director and Program Teacher #1, assisting in snack, activity and housekeeping responsibilities.
2. Be responsible for site management and supervision under the guidance of the Director and in absence of the Director.
3. Supervise and administer daily activities under the guidance of the Director.
4. Assist in the preparation of snacks when needed between 3 and 6pm.
5. Organize/supervise daily indoor gym games between 3 and 3:30pm.
6. Assist the Director and Program Teachers in implementing daily activities including, but not limited to crafts, indoor/outdoor organized games and play structure/blacktop supervision.
7. Give adequate notice to the Director to purchase necessary activity materials.
8. Refer any problems with children, parents or other staff to the Director.
9. Maintain confidentiality and professional attitude at all times.
10. Log all injuries and treatments and inform the Director.
11. Perform CPR/First Aid if necessary.
12. Develop positive rapport with parents.
13. Provide a safe and supportive atmosphere for children.
14. Attend all staff meetings.
15. Participate equally in joint housekeeping responsibilities of the staff.
16. Participate in recommended training programs, conferences, and courses for professional growth.
17. Attend required school functions and non-mandatory functions if possible.
18. Work in accordance with the rules and policies as defined in the Corpus Christi School Student/Teacher Handbook and the Extended Care Handbook.

If interested, please provide a resume and cover letter to: [principal@corpuschristischool.com](mailto:principal@corpuschristischool.com)