

St. Joseph School
Fairhaven, MA
Extended Care Program Positions: Coordinator and Staff Member

St. Joseph School, located in Fairhaven, MA, is seeking two Extended Care Program staff positions:

- Extended Care Program Coordinator
- Extended Care Program Staff Member

These staff members would be responsible for overseeing the after-school program for students ages Preschool to Grade 8.

Candidates must be able to work between 2:00-6:00 pm on regular school days and show enthusiasm for working with children. Candidates must possess the ability to plan, organize and implement games, crafts, activities and learning experiences for the students. Candidates should be committed to team collaboration and must be able to support the mission of a Catholic school.

Candidates will be required to successfully complete required diocesan background checks, MA Department of Early Education and Care background checks, and fingerprinting.

Job Title: Extended Care Program Coordinator position

Job Summary: To plan, organize and implement an appropriate Extended Care Program in a Catholic elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the school principal.

Essential functions of the job may include but are not limited to the following:

- Be available to work in the program from 2:00-6:00 pm on regular school days and from 11:00 am-6:00 pm on scheduled half days of school.
- Plan, prepare, and deliver activities and games for the after-school program.
- Manage student behavior by establishing and enforcing rules and procedures.
- Ensure the safety of all students during their time in the Extended Care Program.
- Allow entry to parents/guardians responsible for student pick up and confirm their identity as authorized pick up contacts.
- Maintain security of the main entrance at all times via the remote door lock system.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities as needed.
- Prepare the classrooms and Extended Care Program spaces for activities.

- Assist students with homework help and learning activities.
- Secure the building thoroughly each evening when students have departed.

Candidates should submit a letter of interest and resume to: Denise Peixoto, Interim Principal, via email dpeixoto@catholicsa.org. Please indicate that you are interested in the Extended Care Program **Coordinator** position.

Job Title: Extended Care Program Staff position

Job Summary: To assist the Extended Care Program Coordinator with implementing an age appropriate Extended Care Program in a Catholic elementary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Extended Care Program Coordinator.

Essential functions of the job may include but are not limited to the following:

- Be available to work from 2:00-6:00 pm on regular school days and possibly from 11:00 am-6:00 pm on scheduled half days of school. There is flexibility for a person to take this position for specific days of the week, if not available for every day.
- Assist with planning, preparation, and delivery of activities and games for the after-school program.
- Manage student behavior by establishing and enforcing rules and procedures.
- Ensure the safety of all students during their time in the Extended Care Program.
- Allow entry to parents/guardians responsible for student pick up and confirm their identity as authorized pick up contacts.
- Maintain security of the main entrance at all times via the remote door lock system.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Prepare the classrooms and Extended Care Program spaces for activities.
- Assist students with homework help and learning activities.

Candidates should submit a letter of interest and resume to: Denise Peixoto, Interim Principal, via email dpeixoto@catholicsa.org. Please indicate you are interested in the Extended Care Program **Staff Member** position. If you are unable to commit to every school day, please indicate which days of the week you are able to commit to.