

St. Mary's Catholic School
Mansfield, MA
Extended Day Staff Member Position

St. Mary's Catholic School, located in Mansfield, MA is seeking an Extended Daystaff member. The staff member would be responsible for overseeing the extended day after school program for students ages Preschool-Grade 8.

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

Job Title: Extended Day Staff Member

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

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

- 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 at extended day.
- Allow entry to parents/guardians responsible for student pickup 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.
- Prepare the classrooms and extended day 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: Matthew Bourque, Principal, via email mbourque@stmarymansschool.org.