

# ST. STEPHEN CATHOLIC SCHOOL

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St. Stephen School, a Catholic K-8 Elementary School located in the Lakeshore neighborhood adjacent to Stonestown Shopping Center & near SFSU, **is seeking an energetic, creative, caring & reliable individual to join our Afterschool Care Team.** We are a close-knit enthusiastic community committed to educating children in a nurturing faith-filled environment.

Employment Opportunity: Afterschool/Extended Care Aide

Position: Part time/Hourly, Monday-Friday 2:15 to 5:15 p.m.

Starting: November 1, 2021

Job Description: Work with Director & peer staff to support the needs of afterschool students with tutoring & homework, arts & crafts projects, tinkering & board games, playground recreation & sports, snack time.

Job Duties & Responsibilities (include but not limited to):

- Prepare/setup the program space at opening & cleanup/closedown the space at end of day
- Collect & transport students from classroom to program space
- Communicate effectively with students, parents, director & peer staff
- Communicate school/safety rules & the importance of respecting school, student, & staff Property
- Maintain & monitor accurate attendance sheets/headcount of all children present throughout the day
- Comply with security, emergency, first aid, pickup/signout procedures to ensure program safety
- Constantly supervise safety of children's actions; activities indoors & outdoors
- Demonstrate & monitor proper use of sport equipment, toys, arts & crafts tools
- Organize, participate in & assist individual student & groups with program activities
- Prepare & serve snack
- Encourage & practice conflict resolution with students
- Assist in keeping the program area clean/tidy with proper use/storage of equipment, supplies/ materials
- Exercise respect & discretion regarding concerns/issues with students, parents & co-workers
- Collaborate with peer team to enhance quality, effectiveness & comfortability of program environment

Job Requirements & Qualifications:

- SF Archdiocesan Application, Livescan fingerprinting & Virtus Training
- Experience & enthusiasm working with children
- Ability to sustain high energy & activity; standing & walking
- Be able to lift/move program equipment
- Be adaptable & personable
- Be motivated multi-tasker with priority to important items
- Strong collaboration & verbal communication skills

Contact Person & Application Instructions:

Alicia Weinman, Director of Extended Care [aweinman@sfststephenschool.org](mailto:aweinman@sfststephenschool.org)

Email letter of introduction/interest with resume & completed application (if possible)

Download application from <https://schools.sfarch.org/employment>

## STATEMENT OF NON-DISCRIMINATION

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)