

St. Cecilia School  
Extended Care Program  
660 Vicente St.  
San Francisco, CA. 94116

Part-time Extended Care Aide Position Available Immediately

This position includes responsibilities for leading small groups, assisting students with homework, and leading small group activities. With enthusiasm, respect, integrity, understanding and patience, an Extended Care aide is expected to meet all staff goals, guidelines, and duties:

- Monitors and assists students in groups to support program activities.
- Prepares and distributes snacks to the children.
- Leads games, art projects and small quiet groups.
- Supervises and assists students during homework time.
- Complies with security procedures, including attendance, pick-up, and emergency procedures to ensure the children's safety.
- Actively maintains a clean and organized site.
- Assists children with problem-solving skills.
- Communicates effectively with students, parents, staff and coworkers
- Certification in child First Aid and CPR is required. Certification can be obtained once hired.
- Work Schedule: Mondays -Fridays 2:30-6:00 PM.

Please send a resume, letter of interest to Melanie Manning, Extended Care Director, St. Cecilia School at: [mmanning@stceciliaschool.org](mailto:mmanning@stceciliaschool.org)

#### **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)