



FAITH • LEADERSHIP • SERVICE

ST. JOSEPH'S SCHOOL

THE CATHOLIC SCHOOL OF ST. FRANCIS DE SALES AND ST. JOSEPH'S CHURCH

After-School Program Assistant Job Description and Application

This document provides a job description and application for the After-School Program Assistant position opening at St. Joseph's School. We encourage all potential applicants to read through the job description before completing the attached application.

To apply for the position, please submit the attached application, your resume, and 2 references to Kelsey Johnson by mail (St. Joseph's School, 1005 2nd Ave. S., Moorhead, MN 56560) or by email (Kelsey.Johnson@stjoesmhdschool.com).

St. Joseph's School
After-School Program Assistant
Position Description

Reports To: Extended Day Program Director

Terms of Employment:

- The Extended Day Program operates on school days from 2:45pm – 5:45pm, and occasionally on non school days from 7:30am - 5:45pm. The program operates Monday-Friday only.
- The Extended Day Program Assistant will be scheduled as needed, most likely from 2:30-5:30pm. Scheduling will be a collaborative effort between the Extended Day Program Director and the Extended Day Program Assistant.
- The Extended Day Program Assistant position is part-time and hourly.

School Mission:

As a school community, it is our mission to:

- Lead children and families to Christ within the Catholic-Christian community.
- Foster the spiritual, academic, social, emotional, and physical development of each person.
- Prepare our students to use knowledge and faith to be a light for the parish, community, and world.

Everything we do at St. Joseph's should reflect our three-part mission statement.

Job Goal:

The After-School Program Assistant will assist the Extended Day Program Director with the implementation of a quality program that enriches the students spiritually, academically, socially, emotionally, and physically. The After-School Program Assistant will maintain a safe and educational learning environment for young children by successfully implementing the program curriculum and daily program activities. Daily expectations include: leading children in table activities, supervising snack and outdoor play, assisting children with day to day needs, maintaining a clean environment, leading group activities, and teaching the programs that are created by the Extended Day Director.

Preferred Qualifications:

1. Successful completion of higher education coursework related to education, child development, and/or related field.
2. Experience implementing educational programming and working with students as a teacher, educational aide, after school care aide, and/or daycare operator or assistant.
3. A high sense of professionalism.

Essential Duties and Responsibilities:

- Implement the program curriculum as planned by the Extended Day Program Director to ensure a quality experience for all participants.
- Work with program personnel to implement engaging, developmentally appropriate educational enrichment curriculum and programming which expands and supports student learning experiences beyond the classroom.
- Develop and maintain professional working relationships through effective and timely communication with the program director, other program personnel, and other building staff members, such as the principal, custodians, teachers, and food service personnel. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Assist the program director in addressing the ongoing needs of the students and parents.
- Implement program procedures effectively to ensure the safe being of all participants.
- Observe, monitor, and participate in children's play activities.
- Promote a safe and healthy environment based on safety standards set within the program.
- Efficiently redirect inappropriate student behaviors and implement the program discipline system to effectively monitor and guide proper student behavior.
- Support the emotional and social development of children.
- Report any concerns and questions regarding the program (students, parents, equipment needs, supplies, other staff, volunteers, etc.) to the program director.
- Maintain accurate and organized records such as attendance records, snack records, timesheets, incident reports, and all other paperwork as instructed by the program director to ensure program compliance and quality operations.
- Help prepare snacks for the children and clean-up the kitchen and snack area.
- Assist in the cleaning and straightening of the room and equipment before, during, and after the program. This includes washing tables, chairs, and toys, putting up chairs, and locking the building at the end of the day.
- Continue professional development by attending staff meetings and trainings.
- Demonstrate behavior that is professional, ethical, and responsible.
- Enjoy being with students and foster their spiritual, academic, social, emotional, and physical development through the duties outlined above.
- Perform other duties as assigned.



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After-School Program Assistant Application

St. Joseph's School is committed to the principles of Equal Employment Opportunity. We believe our continued success depends on the full and effective utilization of qualified persons, regardless of race, color, creed, national origin, sex, age, handicap, marital status, Vietnam Era military service and any other legally protected class. False statements on the application could be grounds for disqualification.

PERSONAL DATA				
First Name	Middle Initial	Last Name		
Current Address (Street)	City, State, ZIP, County (NOT country)			
Permanent Address (if different from above)	City, State, Zip			
Home Phone	Cell Phone	Alternate Phone		
E-mail Address	How do you prefer we contact you? Check the best option(s) <input type="checkbox"/> Email <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Alt Phone			
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you authorized to work in the United States permanently? <input type="checkbox"/> Yes <input type="checkbox"/> No				
EDUCATION				
List your last high school and all business, trade schools, and colleges attended – starting with the most recent:				
School Name	Degree	Major/Minor		
City, State	GPA			
School Name	Degree	Major/Minor		
City, State	GPA			
School Name	Degree	Major/Minor		
City, State	GPA			
School Name	Degree	Major/Minor		
City, State	GPA			
AVAILABILITY				
Please check all days that you are available to work (2:30-5:30pm):				
Monday: <input type="checkbox"/>	Tuesday: <input type="checkbox"/>	Wednesday: <input type="checkbox"/>	Thursday: <input type="checkbox"/>	Friday: <input type="checkbox"/>

**St. Joseph's Catholic School
After-School Program Assistant
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EMPLOYMENT HISTORY

Enter information for your last 4 employers – starting with the most recent.

Employer	Duration of Employment From: _____ To: _____	
Address (City & State)	Name of Supervisor & Their Title	
Position Title	Phone Number of Supervisor or Company	
Reason for Leaving	Starting Salary	
If this is your current employer, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Salary:	

Employer	Duration of Employment From: _____ To: _____	
Address (City & State)	Name of Supervisor & Their Title	
Position Title	Phone Number of Supervisor or Company	
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	Duration of Employment From: _____ To: _____	
Address (City & State)	Name of Supervisor & Their Title	
Position Title	Phone Number of Supervisor or Company	
Reason for Leaving	Starting Salary:	Ending Salary:

Employer	Duration of Employment From: _____ To: _____	
Address (City & State)	Name of Supervisor & Their Title	
Position Title	Phone Number of Supervisor or Company	
Reason for Leaving	Starting Salary:	Ending Salary:

IMPORTANT – READ BEFORE SIGNING

I certify that the statements I have made in this application are true and complete. I authorize investigation of all statements contained in this application which St. Joseph's School may deem relevant to my employment, and authorize my previous employers or other persons having information concerning me or my record to report such information to St. Joseph's School. I also understand that any background check may include an internet search. I understand and agree that if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact, any offer of employment made to me by St. Joseph's School may be immediately withdrawn or if I am already employed by St. Joseph's School, I may be subject to immediate dismissal at St. Joseph's School's option. In such event, the withdrawal of any offer of employment made to me or the termination of employment shall be without any obligation or liability to me by St. Joseph's School other than for payment for wages at the rate agreed upon for any work I have actually performed for St. Joseph's School.

If I become employed by St. Joseph's School, I understand that I have the right to terminate my employment at any time, for any reason, and St. Joseph's School retains a similar right to terminate my employment at any time, for any reason. I further agree that no promises have been made to me by anyone from St. Joseph's School, which are not consistent with the above and that no promises, representations or guarantees concerning the terms of any employment offered me by St. Joseph's School are binding upon St. Joseph's School unless made in writing and signed by an authorized representative of St. Joseph's School.

Date _____ Signature _____

If an employment offer is made, we may require a certified copy of your transcripts.

To complete your application, please submit the following items with your completed application:

- Resume
- List of two references

Please submit all documents to Kelsey Johnson, Extended Day Director.