



**Elementary Extended Care**  
**St. Peter & St. Paul Catholic School, Alta Loma**  
**2022-2023 School Year**

The purpose of St. Peter & St. Paul Catholic School is to provide a faith-based educational environment for all students. Teachers act as facilitators to motivate students to take responsibility for their actions, their goals, and their lives. Together with parents, we strive to generate enthusiasm for learning that promotes spiritual, social-emotional, intellectual and physical growth that will prepare students for their future in our Catholic Church and in our society.

**Position Summary:** To provide a safe and secure environment for students; to provide a quiet atmosphere for students to begin homework; to provide supervision for students while in attendance at extended care; to service the needs of the working parents. To work in cooperation with, and under the leadership of the School Principal, to meet the needs of students in the before and after school program.

**Summary Of Essential Job Functions:**

1. Maintain Extended Care rules for constant supervision of all students.
2. Enforce daily sign in/out procedures for students and parents.
3. Plan and execute a daily schedule, which may include organized activities, crafts, academic enrichment, homework time, and snacks.
4. Maintain cleanliness and housekeeping of Extended Care facilities in clean, sanitary, and operable condition.
5. Lock and secure all Extended Care facilities prior to leaving school premises.
6. Exhibit a knowledge and understanding of the Catholic school as a ministry of the parish.
7. Other duties as assigned by Administration.
8. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.
9. Other duties as assigned.

**Qualification Guidelines:**

1. Must be 18 years of age with a high school diploma or GED.
2. Must be interested in working with children and demonstrate an understanding of the developmental needs of children.
3. Must be a warm, caring person capable of assisting children.

**Education/Training:** Willing to further education as needed (attend staff professional development)

**Special Requirements:** Fulfill Diocesan requirements: PMFP classes as required; Safe Environment requirements; TB clearance, Hepatitis B shots/waiver, First Aid/CPR training, all required forms signed. Notwithstanding, employment relationship is setting forth a one-year term, it is understood that this employment agreement is “at will” and may be terminated by either party at any time before, during, or after the commencement of the school year. Written notice of termination/resignation shall be made in writing by the moving party, stating the effective date of termination/resignation.

**Send or Drop-Off Resume:**

St. Peter & St. Paul Catholic School  
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Alta Loma, CA 91737  
(909) 987-7908  
Attn: Kelly Burt, Principal/ Diana Armenta, Vice Principal  
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