

Extended Day Program

Part-time Position 2:15 to 5:15 daily \$12.00/hour

Mrs. Mary E. Tetzner Principal

Telephone: 401-723-9463 Email: mtetzner@scsri.org

St. Cecilia School is seeking a qualified individual to work in its Extended Day Program. The candidate must enjoy being with children and maintain a professional demeanor and appearance as outlined in the personnel handbook. The Extended Day Program runs from 2:30 to 5:30 p.m. each day. The individual reports directly to the Extended Day Director, who in turn reports to the Principal. The Extended Day staff provides a safe and fun environment for the students attending the Extended Day Program. Their role consists of supervising, participating in, and administering recreational, educational and age-appropriate activities for children.

Essential Duties: Working cooperatively with school and program staff. Maintaining accurate program documentation. Helping children with homework. Working together with coworkers to create a safe and friendly environment for the children. Interacting with the parents on a daily basis. Organizing the Extended Day Care room. Any other duties requested and assigned by the Extended Day Director and/or Principal. Hours: This is a part-time position; 15 hours per week. The individual must be available to work each day (Monday through Friday). This is an hourly position. The individual must pass all Background Checks as established by the Diocese of Providence and the State of Rhode Island.