

**ERIE CATHOLIC SCHOOL SYSTEM**  
**JOB TITLE: EXTENDED CARE AIDE**  
**REPORTS TO: PRINCIPAL**  
**POSITION STATUS: PARTTIME AND NONEXEMPT**

**Position Summary:**

The individual in this position is responsible for ensuring a positive and safe environment for the after-care program and assisting the program supervisor in carrying out all program duties. This includes providing support in managing behavior and the needs of students.

**Required Qualifications:**

- High school or GED diploma
- Commitment and ability to work with children
- Good verbal communication skills
- Ability to obtain all necessary clearances to work in schools

**Desired Qualifications:**

- Experience in child care

**Essential Functions and Responsibilities:**

- Supervise and manage students' behavior
- Implement age appropriate activities and monitor safety throughout
- Assist in maintaining a clean, safe and organized area
- Ensure sanitation of all surfaces, equipment and toys
- Assist in providing snacks and cleaning up afterward
- Assist students in social skills development
- Maintain appropriate classroom discipline and decorum
- Consistently reinforce the instruction taught to students
- Help maintain records and perform other clerical tasks
- Maintain confidentiality in accordance with FERPA and abide by all Diocesan policies and procedures
- Perform other related duties as assigned

**Performance Factors/Job Competencies:**

- Must be able to pleasantly and effectively communicate with the students, families and staff.
- Must be prompt and conscientious about scheduled worked days and times
- Must maintain a positive and enthusiastic attitude with students, parents and staff.
- Must be able to work effectively in a collaborative team and fast-paced environment.
- Must demonstrate adherence to the highest moral standards at all times.

**Work Environment:** This job operates in a school. Incumbent must be able to stand for extended periods.

**Physical Demands: (% of time)**

Standing: Frequently (>80%)

Sitting: Occasionally (<20%)

Lifting: 0-20lbs. Frequently (>80%); 20-50 lbs. Occasionally (<20%); Over 50 lbs. Rarely (<10%)

Travel: Rarely (<10%)

Pushing/Pulling: Often (30-60%)

Manual Keying/Data Entry: Rarely (<10%)

**Property and Confidentiality Requirements:**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

**Note:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**By applying for a position with the Erie Catholic School System, I \_\_\_\_\_ the applicant, understand that, if eventually employed by the Erie Catholic School System, I agree to ongoing training (commensurate with the position) regarding Catholic moral and social teaching and agree that my employment may be terminated if my actions or public statements cause scandal to Catholic Schools or the Diocese of Erie, are contrary to or hold up to ridicule the teachings of the Catholic Church, or interfere with my responsibilities as a staff member of the Erie Catholic School System.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send to:  
Damon Finazzo, President  
Erie Catholic School System  
1531 East Grandview Blvd  
Suite 100  
Erie, PA 16510**