



ST. BERNARD SCHOOL

251 East Bridge Street • Breaux Bridge, LA 70517-5027

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JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Aftercare Worker

Summary: The part-time Aftercare Worker is responsible for monitoring and facilitating all activities associated with the daily Aftercare Program. The Aftercare Worker reports on full instructional days by 2:30 PM each day and may remain on duty until 6:00 PM each day.

Supervisor: Aftercare Director

Supervision Given: Students

Responsibilities:

1. Demonstrates commitment to the goals of Catholic Education.
2. Meets and monitors students in the locations and at the times designated.
3. Strives to implement, by instruction and action, the school's philosophy of education and instructional goals and objectives.
4. Maintains accurate and complete records as required.
5. Works to establish and maintain open lines of communication with students, parents, community, and other school personnel.
6. Actively monitors and ensure the safety and well-being of all students in all areas of the school.
7. Monitors students during snack, play, and homework time.
8. Attends any announced aftercare meetings.
9. Takes reasonable precautions to protect students, equipment, materials, and facilities.
10. Maintains and cleans assigned locations.
11. Takes attendance as directed by the Aftercare Director.
12. Redirects and facilitates behavioral management issues and reports necessary issues to the Aftercare Director.
13. Upholds and enforces school rules, administrative regulations, and policies.
14. Performs such other related duties as assigned by the principal.

The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by supervisory personnel.

Qualifications:

1. Must be 18 years of age
2. Hold a minimum of a High School diploma
3. Effective organization and communication skills
4. Ability to work cooperatively with others

Working Conditions, Physical Requirements, and Environment:

1. Ability to be on one's feet and move freely about for a least 5 hours.
2. Ability to run, jump, stoop, and bend.
3. Ability to lift and move heavy objects.
4. Ability to monitor outdoor activities.

Initial _____

Date _____