

Our Lady of Perpetual Help School

Position Description

Position: Extended Day Aide

Reports to: School Principal

Effective Date: 8/20/2025 – 5/23/2026

GENERAL SUMMARY:

To provide assistance and supervision for all students in the extended day program. This person must supervise the students to ensure a positive safe learning environment.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Supervise students before and/or after the school day, ensuring safety and wellbeing.
- Provide academic support, including homework help.
- Model positive behavior and support learning.
- Assist with program setup, cleanup, and organization.
- Check students in and out through an electronic database.
- Maintain privacy and confidentiality of students.
- Any other tasks as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to; stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, and hear. This employee must regularly lift and/or move up to 30lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. This employee must be able to stand periods of time outside in the heat and cold.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.

SUPERVISORY RESPONSIBILITIES:

The employee supervises students in the class.

EDUCATION and/or EXPERIENCE:

Child supervision experience preferred.

EVALUATION:

Performance of this position will be evaluated in accordance with guidelines set in the faculty and staff will be evaluated in accordance with the guidelines set in the staff handbook and diocesan policies.

TERMS OF EMPLOYMENT:

Ten-month duration, hourly pay, full-time work schedule (approximately 37.5 hours per week). The School Principal will establish hourly wages. A schedule of mandatory days is provided prior to the start of the new school year.

REQUIREMENTS

- Must successfully pass the required BCI/FBI background check prior to employment, and thereafter every five years.
- Must complete the diocesan "Protecting the Youth" course, and sign the "Standards of Behaviors and Boundaries" prior to employment, and thereafter every five years.

**Receipt and Acknowledgement
of Job Description
Position: Extended Day Aide**

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I understand and agree that the position description is presented as a matter of information only, and is not to be constructed as a contract between Our Lady of Perpetual Help School and its employees.

Employee Printed Name:

Employee Signature:

Date

Supervisor Signature:

Date:
