



**Saint Philip School
Extended Care Staff Position
Job Description**

Saint Philip School is looking for a responsible, creative, and enthusiastic person to serve as a member of the Extended Day Staff. The Extended Day Program runs from 2:30 - 5:30 p.m. Monday through Friday.

This position requires but is not limited to the following duties:

- * Working collaboratively with the Extended Day staff and administration to implement a safe and fun afternoon, until parent pick-up.
- * Organizing snack foods and drinks for 2:50 and 4:00 snack times.
- * Monitoring students during attendance, restroom break and snack times.
- * Actively interacting with students during playtime, craft time, or homework time as directed by the coordinator.
- * Maintaining appropriate standards of student behavior for a safe environment.
- * Communicating with the coordinator regarding any accidents.
- * Taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

While we would like staff to be available Monday-Friday, accommodations may be made depending on our current staffing needs.

Interested parties should send all inquiries to the attention of Martha Venter, Director of Student Programs, at mventer@stphilipschool.com or (401) 949-1130 x118.