ABOUT THE SCHOOL:
St. Philip's School, located in the heart of the Noe Valley in San Francisco, is a K-8 Catholic School whose focus is faith, academics, enrichment, and community. Dedicated to educating its students for lives of hope, joy, and purpose, the school's environment is designed to promote student success and a lifelong love of learning. The dedicated faculty and staff strive to encourage students to reach their fullest potential – academically, spiritually, and socially – as they work to meet the needs of the whole child. The school opened in 1938 and has continued to enjoy a strong connection to the neighborhood. Its tradition of service, rooted in the Gospel values, allows students to see their faith in action. The school prides itself on its strong sense of community, and faculty, staff, and parents work closely with administration to nurture this important partnership.

JOB TITLE: Extended Care Aide
We are seeking to hire someone who has a passion for working with school-age children, and who is responsible, reliable, and nurturing.

JOB DESCRIPTION:
The role of the Extended Care Aide is to assist the Extended Care Director with the after school program. Duties include, but are not limited to, the following:

- Supervising students at play and during activities and projects
- Facilitating homework support for students
- Assisting with snacks
- Monitoring sign-in and dismissal of students
- Providing assistance with tasks such as student work displays
- Maintaining a safe, clean and organized work/play environment
- Other duties as assigned
REQUIREMENTS:
- Experience working with children
- Comfortable working in a Catholic school environment
- First Aid/CPR preferred

COMPENSATION: Competitive rates

ARCHDIOCESAN STATEMENT OF NON-DISCRIMINATION

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with criminal histories.

Please send resume and cover letter to mary.mckeever@saintphilipschool.org