

**PACELLI CATHOLIC SCHOOLS**  
**Job Description**

**EXTENDED CARE or WRAP AROUND CARE PERSONNEL**

**QUALIFICATIONS:**

- Minimum of a high school diploma
- Two years' experience working with children in a professional capacity
- Emotional stability
- Understanding of and ability to work with co-workers and parents
- Genuine respect for children and their parents
- An ability to listen to children
- An awareness of appropriate activities for children
- Flexibility, coupled with consistency
- Commitment to the philosophy and goals of the program
- Ability to project as a positive role model for children

**REPORTS TO:** School Principal

**AREAS OF RESPONSIBILITY:**

- Arrive promptly and regularly for daily program, or on an "as needed basis"
- Participate in staff in-service training
- Assume responsibility for snack preparation and cleanup as directed by primary caregiver
- Implement the daily program under the direction of the primary caregiver
- Follow through on school discipline procedures
- Keep primary caregiver informed of daily concerns
- Ability to maintain and ensure confidentiality of sensitive information and materials
- Assume other duties as assigned by primary caregiver

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School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extended Care Employee Signature

\_\_\_\_\_  
Date