Position Title: Afterschool Care Provider
FLSA Classification: Non-exempt, 100% FTE, 10-month schedule of duties (benefits eligible including paid breaks and vacation)
Reports To: Extended Care and Enrichment Coordinator
Position Purpose: Provide care and supervision to children from 3 years of age through 8th grade

Essential Functions
- Demonstrate an ability to relate to children and adolescents in a positive manner and maintain order and discipline in a respectful and caring way.
- Provides care and supervision to children age 3-14 during the day and afterschool.
- Serves as the back-up in the Infant Care Center (ICC), providing support as needed.
- Work effectively with and relate well to other school staff, parents and students.
- Commit to consistent excellent attendance and punctuality.

Qualifications
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior based in it.
- High School Diploma required. College degree with emphasis on education preferred. ECE units are strongly preferred.
- Strong teaching ability; enjoy working with children.
- Fluency in reading, writing and speaking in English; similar skills in Spanish preferred.
- Excellent verbal and written skills, as well as outstanding interpersonal skills.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the SHS community.
- Obvious passion for providing a high standard of care for students.
- Demonstrated commitment to equity and inclusion.

Physical Requirements and Work Environment
- Works in a highly charged environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer.
- Must be able to travel safely and comfortably over a 64 acre campus.
- Tasks involve the ability to exert moderately heavy physical effort in the course of the day, including climbing, balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials weighing 20 to 50 pounds.
- Work outside in various weather conditions, including extreme heat and cold typical to the mid-Peninsula region of the Bay Area.

Compensation: This position offers competitive compensation and welfare benefits subject to plan parameters, including but not limited to medical, dental, vision, Life & LTD, 403(b) retirement plan, paid breaks, sick leave and accrued vacation.

To Apply:
To apply online send a resume and cover letter to hr@shschools.org and indicate Afterschool Care Provider 2019-20 in the subject line of the e-mail. We apologize that we are not able to respond to email or phone requests for additional information.

You may also mail your resume and cover letter to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: Afterschool Care Provider 2019-20