



Date: March 6, 2017

Position: After School Care Assistant

Parish: Saint Michael

Deadline: March 31, 2017

Status: Part-time (up to 18 hours/week)

Practicing Catholic: Preferred

Position Summary: Saint Michael School in Worthington is seeking an individual to serve as a part-time After School Care Assistant to assist with the after school care program for the 2017-2018 school year. Under the direct supervision of the Director, this position provides support to the Director in planning and implementing After School Programs, incorporating all component of the Program, and caring for groups of students; performs clerical/ receptionist duties and other duties as assigned. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

Job Responsibilities: The individual applying for this position would perform the following responsibilities:

1. Assist Director in the context of instruction, small group/individual tutoring, practice and drill.
2. Provide support in all areas of the classroom maintaining a clean, safe, and cheerful environment.
3. Develop and maintain a positive relationship with administration, the students, their families, and volunteers; ensure that all feel welcome and communicate with parents on a regular basis.
4. Assist Director in completing all required reports and distributing them to the appropriate people at the appropriate time; and assist in maintaining up-to-date and accurate files for all students, safeguarding privacy of records and confidential information.
5. Ensure students complete homework assignments and assist students as appropriate.
6. Serve snacks, eat and interact with students, serving as an appropriate role model to the students.
7. Accept payments and forward to the parish bookkeeper for processing and recording.
8. Be familiar with, and perform duties, according to established policies, procedures, and regulations as assigned/directed.

Job Related Skills: Ability to communicate effectively and the understanding of the Catholic perspective; ability to multi-task and establish priorities; high level of integrity and professionalism; Ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; light typing, filing and proof reading skills, excellent communication skills and knowledge of office equipment. Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint).


Qualifications for the position: A High School degree or GED is preferred. A minimum of one year of prior experience in a classroom setting is required; computer experience is preferred. This position requires frequent movement about the classroom to complete the essential job responsibilities as outlined above.



5750 North High Street



Worthington, Ohio, 43085



Compensation is commensurate with candidate's education and experience. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

Submission should include cover letter, resume, and references via email by Friday, March 31, 2017 to:

Angela Flynn
After School Director
aflynn@cducation.org