



Immaculate Conception School

Employment Opportunity

Date: June 14, 2017

Parish: Immaculate Conception

Positions: 2 Child Care Assistant

Deadline: July 7, 2017

Status: Part-time

Practicing Catholic: Preferred

Position Summary: Immaculate Conception School is searching for two qualified individuals to serve as a part-time School Age Child Care Assistants for the upcoming school year. One position will be scheduled 15 hours/week and the other 17.5 hours/week. The hourly rate is \$9.75.

The individual is expected to use personal judgment in carrying out routine duties and responsibilities. This position is based on 2017 -2018 school year schedule.

Essential Responsibilities of the Position: Provides support to the SCC Director in planning and implementing SCC programs, incorporating all components of the program, and caring for groups of students; performs clerical/receptionist duties and other duties as assigned.

Education and Experience: The individual applying for this position should have a High School diploma or equivalent; prior child care experience is preferred.

Qualifications for the position: The ideal candidate should have the ability to multi-task and take direction. This position requires frequent movement about the classroom to complete the essential job responsibilities.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “*Protecting God’s Children*” Program.

Send resume and 3 references by Friday, July 7, 2017 to Laurie Johnson, Business Manager, at ljohnson@iccols.org.