

**St. Vincent de Paul School
School Age Child Care Program (SACCP)
Pre School Extended Care (PSEC)
Program Assistant and/or Teacher Description**

Hours: 2-3 days a week, 2 PM - 6 PM (hours can be flexible dependent on student and staff needs).

Minimum Requirements:

A Program Assistant or Teacher shall:

- Be at least eighteen years of age.
- Hold (and provide copy of) a high school diploma or equivalent.
- Have five hundred hours of related experience (Time worked within the first two years of employment may be used in calculating the related experience requirement.), and
- Have enthusiasm for goals and mission of St. Vincent de Paul School.

Role Expectations:

- Perform care-giver functions that may include, but not limited to: prompt and reliable attendance at the facility during program hours; supervision of activities at the program; participation in play with children; help children with homework; communicate with parents regarding behavior of children (both positive and negative); activities at the program; prepare and clean-up the facility.
- Have sensitivity to the needs of children; have willingness to listen and help solve children's problems.
- Communicate with the SACCP Teacher/Director and/or PSEC Coordinator regarding children in the program; assist Teacher/Director/Coordinator in daily activities at the program.
- Accept payments of services; transfer money to the church Rectory, as needed.

- Meet In-Service requirements (see below) of fifteen hours annually (from July 1 to June 30), and update as needed.

(Continued on reverse)

- Be examined by a licensed physician not more than twelve months prior to employment and up to thirty days after employment (includes a TB test and up-to-date immunizations).
- Have BCI/FBI fingerprints taken within thirty days of employment.
- Complete Protecting God's Children Workshop facilitated by the Diocese of Columbus.
- Provide three written letters of reference or recommendation.
- Provide a quarter/semester schedule, if applicable, upon request.
- Receive orientation training that addresses the program, school, and discipline policies and procedures within seven days of hire.

In-Service class requirements can/may include:

Child Abuse Recognition and Prevention Course; First Aid Course; Management of Communicable Diseases Course; Infant, Child and Adult CPR courses; staff meetings; Staff In-Service/Development; college coursework

M. Duffy, March 2010