

St. Mary's Academy Employment Posting

Job Position: Extended Day Program Associate

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

The Extended Day Program (EDP) Associate provides operational support for after-school, extended day programming serving the Lower School at St. Mary's Academy. This part-time position requires proper certifications, experience working with school age children, and effective communication with parents, teachers, and students.

Major Duties and Responsibilities:

- Support the Extended Day Team in delivering a safe program that supports the academy mission and offers fun and enriching experiences for students.
- Actively engage and supervise EDP students, from 3:00 p.m. to 6:00 p.m. daily.
- Keep records of program plans and all injuries, incidents, and communications, and report any issues directly to the Program Director.
- Ensure proper parent/guardian sign-out of children and keep accurate records.
- Consistently provide high levels of customer service in a positive and professional manner to internal and external members of the community.
- Foster collegiality and positive morale among staff.
- Other duties and responsibilities may be assigned.

Qualifications/Requirements:

Education and qualifications should include the following:

- Age 21 and at least 3 months (460 hours) of full-time or part-time equivalent satisfactory and verifiable experience with unrelated school age children.

Or

Age 18 and at least 6 months (910 hours) of satisfactory and verifiable full time or part-time equivalent experience working with unrelated school age children.

- Must demonstrate an ability to work with school age children.
- Complete annual childcare licensure trainings
- Knowledge of most aspects of childcare.
- Ability to develop and utilize appropriate behavior management procedures.
- Some leadership and management skills.
- Ability to make appropriate decisions and to solve problems effectively.
- Excellent written and oral communication skills.
- Complete the department-approved course in Injury Prevention
- Complete the Department-approved course in playground safety for School-Aged Child Care Centers.
- CPR, First Aid, Standard Precautions certification preferred or willing to acquire when hired
- Must have the ability to work independently.

Salary/Benefits:

The pay range for this hourly position is \$16.00 - \$18.00.

How to Apply:

Interested candidates should send a cover letter and resume, to Kevin Schoenfeld, Auxiliary Programs Manager, at kschoenfeld@smanet.org. No calls, please.