

## JOB DESCRIPTION

**JOB TITLE:** AFTER SCHOOL CARE SUPERVISOR

**REQUIREMENTS:**

- A. Education Level:** High School Diploma (or equivalent)
- B. Experience Desired:** Minimum 1 year prior child care and/or administrative experience.
- C. Other Requirements:** Work commitment is primarily Monday through Thursday from 2:45-5:45 pm; and Friday between 1:45-5:30 pm. On minimum (half) days, the hours are 11:00 am to 5:30 pm. Hours and responsibilities may vary as determined by student activities and childcare needs.
- Must have previous experience working with elementary school aged children.
  - Possess basic knowledge and understanding of school aged children.
  - Be a self-starter and perform job with little supervision.
  - Possess the ability to communicate verbally and in writing.
  - Possess the ability to follow written and oral directions.
  - Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
  - Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
  - Must be in good physical condition.
  - Demonstrated positive attitude towards people with whom one works.
  - Ability to work cooperatively and willingness to accept instructions and training.
  - Willingness to do CPR and STAR Training
- D. Physical Requirements:** Good physical health including ability to lift 75 pounds, frequent standing and walking. Repetitive motion with wrists hands and fingers. Frequent bending, carrying, lifting and stooping.

**E. Working Conditions:** Childcare: Commons area, playground, field, gymnasium, infrequent classrooms.

**REPORTS TO:** Building Principal

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Must remain with children until adult to child ratio is appropriate for one supervisor. Manage behavior, enforcing rules, monitoring student activities and homework, and managing recess/play times.
2. Supervision of program attendance and proper check in/check out to parents and afterschool program in accordance with HFCS procedures.
4. Complete discipline and accident reports in compliance with HFCS school policies.
5. Responsible for developing and overseeing activities, games, crafts, and homework for participants in the program.
6. Providing the participants with a leadership role and be a positive role model
7. Responsible for planning, organizing and leading daily activities.
8. Provide participants with the appropriate leadership during the program.
9. Develop and plan activities that incorporate program goals into the daily routine.
10. Provide a warm and caring atmosphere for participants.
11. Maintain open communication between aftercare staff and school personnel.
12. Prepare activities that are developmentally appropriate for the age of the children.
13. Communicate with the parents through daily drop-off and pick-up.
14. Maintain a safe environment for participants.
15. Submit all written correspondence to the principal for approval prior to distribution
16. Maintain a positive attitude toward co-workers.
17. Report any problems which arise with participants, other employees, or the school principal.
18. Responsible for all activity and room preparations for the program.

19. Performs other duties as assigned by supervisors.

**I have read and understand this job description and can fulfill the essential functions as listed.**

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**Signature**

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**Date**

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**Print Name**



# ROMAN CATHOLIC DIOCESE OF BOISE

## Application for Employment at Catholic School

*The Diocese of Boise is an equal opportunity employer. The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.*

☐ New Applicant

☐ Rehire within Diocese

☐ Transfer within Diocese

### Personal Information

Name: First, Middle, Last
Mailing Address, City, State, Zip
Home/Cell/Message Phone #
Email Address:
Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where:
If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on a separate page.
Have you ever resigned a position during a school year? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a contract not renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide company names and details:

### Employment Desired

Position:
If you have a valid Teaching Certificate, complete the following: Title Certificate: _____ State: _____ Date Certificate was issued: _____
Availability date: _____ Hourly rate/Salary desired: _____

### Referral Source

How did you hear about this position? <input type="checkbox"/> Website <input type="checkbox"/> Idaho Catholic Register <input type="checkbox"/> Diocesan Employee <input type="checkbox"/> Diocesan website <input type="checkbox"/> Social Media _____ <input type="checkbox"/> Other _____
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**Relatives/Friends**

Do you have relatives or friends employed by the Diocese of Boise? If "Yes", Give name(s) and location(s). <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whom? Location? _____
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**Education**

	Name/location of school	# of years attended	Degree received	Subjects studied/major
High School				
College or University				
Graduate School				
Professional Trade or Other				
Bilingual ability (if so, describe):				

**Employment History**

Include all full and part-time positions you have held for the past ten years starting with your present or most recent position.

<b>Company Name</b>	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title  Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving
<b>Company Name</b>	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title  Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

<b>Company Name</b>	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title  Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

### Explain all periods of unemployment

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### References

List the names of three persons who can speak to your ability to perform the duties of the position you are seeking:

Name	Title	Address & Phone	Relationship to you

### Special Skills, Interests

Please list any special skills, interests, qualifications, or accomplishments not previously noted:
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### Additional Comments

State any additional information you feel may be helpful in considering your application:
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### Resume

Have you provided your resume with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Please read carefully before signing.**

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civil law.

Prior to any formal hiring by the diocese the applicant must have successfully passed a background check. The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief. I authorize the Diocese of Boise to contact references provided for employment reference checks. I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Return this application and your resume to the email address listed in the job posting or you may drop off at the Diocesan entity for which you are applying.**