



Aftercare Teacher, St. Nicholas Catholic
School
Rupert, ID

St. Nicholas Catholic School is seeking an Aftercare Teacher for the rest of this school year and to continue through the 2018-2019 school year. St. Nicholas is located in Rupert, ID and is preschool through sixth grade with approximately 140 students. The candidate must be at least a high school graduate (or equivalent) and have a commitment to Catholic education but does not have to be Catholic. The candidate must be creative and caring, have strong communication and interpersonal skills, demonstrate successful experience in child care, have excellent classroom management, and be willing to participate in activities that promote the school. The position begins on or about April 16, 2018 or as soon as filled. Resumes will be accepted until the position is filled. Interested applicants should secure an application packet and instructions from the school by emailing principal1@stnicholasrupert.org or by going on-line at www.stnicholasrupert.org.

Instructions for Submitting Applications for Aftercare Teacher

The following documents should be completed and returned:

1. Letter of Application
2. St. Nicholas Catholic School Classified Position application form
3. Two Letters of Recommendation
4. Resume

Completed application packets should be submitted via

1. Email: principal1@stnicholasrupert.org; OR
2. Mail to:

St. Nicholas Catholic School
PO Box 26
Rupert, ID 83350
Attn: Principal

Job open until filled

Position begins on or about April 16, 2018 or as soon as filled.

Submittal of an application does not guarantee being interviewed. You will be notified if an interview is to be scheduled. Selection of candidates will be based on the evaluation of the submitted information.

If you have any questions regarding the application process, please email Wes Remaley at principal1@stnicholasrupert.org.

St. Nicholas Catholic School – Rupert, ID
Employee Position Description



Faith. Learning. Service.

Position Title: Aftercare Teacher

Qualifications:

- High School Diploma or equivalent
- Complete and pass a criminal history and background check
- Complete Safe Environment Training
- A pleasant Christian who is active in a congregation.
- If a parent, one who raises her children with Christian discipline.
- A person of good Christian reputation who is willing to participate in Catholic services and practices.
- A person who is willing to incorporate the teaching of the Catholic faith
- A person who follows the guidelines established.
- A supporter of Christian education, dedicated to serving the school and church.
- Live by the moral teachings of the Catholic faith

Reports to: Principal

Job Goal/Objective: St. Nicholas School offers an Aftercare Program to all students of St. Nicholas. It is a service offered to parents who want to have their children cared for by us after the school day. A reputable Aftercare Program is vital to the success of the school. Parents need to feel their child is protected and cared for when in this program. **Although the school day is finished, the students must have the expectation that school rules will still be followed.** The Aftercare teacher must maintain discipline, order, and routine. The teacher must know it is her/his responsibility to act swiftly and consistently with discipline and control.

Principle Duties:

The description is not all-inclusive but conveys the general duties. It is subject to change.

- Care for the children from 12:00 – 5:30 Monday - Friday
- Care for the children on scheduled early dismissal days.
- Maximize outside play – weather permitting
- When the children are inside:
 - Interact with the children: play games with them, do crafts with them, read stories. Create more than a babysitting atmosphere.
 - Reinforce the lessons learned in Preschool.
 - Do any activities that were not completed in Preschool.
 - Ask the Preschool teachers what activities you can do.
 - TV time is very limited and rarely used.
 - Quiet time is every afternoon at 12 pm right after lunch recess for preschoolers, occasional educational TV during this time.
- Enforce the school rules for inside the school
 - No wandering the school - children stay in the Aftercare Room
 - No horseplay or unsafe play
 - Enforce proper bathroom behavior
 - Snacks are to be eaten sitting down at the table or taken outside.
 - 1 Snack per child for each snack time
 - Lead the children in a prayer before snacks
- Enforce the school rules for the playground
 - Enforce playground rules

- Correct unsafe behaviors on the playground that are not covered in the rules
- If necessary, designate separate play areas for the different age groups if the group is large
- Administer Discipline
 - Communicate with parents any discipline or potential discipline issue
 - Also communicate these issues to the Principal
 - Give verbal warnings
 - At times, the warning should come with an automatic 5-minute time out. Distinguish between not knowing the rules and choosing to not follow the rules. The latter should have an immediate timeout at a minimum
 - 5 minutes timeouts on the wall
 - Write Parent Notification and give to students
 - Write Citations and give to students
- Communicate parent concerns to Principal immediately – that evening
- Serve and clean up snack around 4 pm
 - Lead children in prayer before the snack
 - After this snack, allow a quiet time for silent reading or homework for approximately 15 minutes.
- Engage children in learning the teachings of Jesus
- With the children, perform service-oriented tasks if needed:
 - Stuff folders for fundraisers
 - Cut out bar codes on soup labels
- Clean up the room at night
 - Vacuum on days when the janitor does not vacuum
 - Tidy up the room each night, children will help with cleaning. They can wipe tables, sweep, vacuum, arrange toys and straighten book shelves.
 - Wipe down the mats with bleach spray each night (if they were used)
- Secure the building at night
 - Check front and back doors
 - Set alarm if no one else is in the building

Evaluation Criteria:

Formal: Annual review in spring

Informal: As needed

Evaluated by: Principal

Roman Catholic Diocese of Boise - St. Nicholas Catholic School
 Application for Employment – **CLASSIFIED** Position



Date _____

Name _____

Present Address _____
Last First Middle

Phone _____ Social Security Number _____
Street City State Zip

Religion _____ Parish/City _____

Are you a U.S. Citizen? Yes No If not, are you legally authorized to work in the U.S.? _____

Have you ever been convicted of a criminal offense? Yes No What charge? _____ When? _____

(A conviction will not necessarily disqualify you from the job for which you have applied.)

EMPLOYMENT DESIRED: Full Time Part Time

Position _____ Date you can start _____

Are you currently employed? Yes No If so, may we inquire of your present employer? Yes No

Do you have experiences, training, skills (2nd lang.), licenses, or certificates that will be helpful in the job for which you are applying?

EMPLOYMENT HISTORY *Start with present or most recent employer and work backward.*

Dates Month and Year	Name and Address of Employer and your Supervisor	Job Title and Duties	Reason for Leaving
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			

EDUCATION

	School Name and Location	Number of Years Completed	Did you Graduate?	Diplomas, Degrees, Major and Minor
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

REFERENCES *Give three references other than relatives and previous employers who can tell us about your background.*

Name	Address and Phone Number	Position/Business	Years Known

I certify that the information provided in this application is accurate and complete. I give my permission to St. Nicholas Catholic School to verify and investigate any and all information provided in this application. I also authorize my current and former employers, educational institutions, references, and any other persons and entities referred to in this application, to provide information to St. Nicholas Catholic School for employment-related purposes. I also give my consent to educational institutions that I have attended to disclose and provide to St. Nicholas Catholic School for employment-related purposes, transcripts containing information about me such as my courses of study, grades, credits, rank, and degrees conferred. I understand and agree that if I have provided any inaccurate, misleading, or incomplete information in this application or during the application process, such as during interviews, my application for employment will be rejected and, if I am hired, my employment will be terminated. I understand and agree that this application does not contain or imply any promise that I will be hired by St. Nicholas Catholic School, and that if I am hired, it does not contain or imply any promise that I will be employed by St. Nicholas Catholic School for any period of time or duration. I also understand and agree that, if I am hired, nothing in this application requires St. Nicholas Catholic School to have any cause or reason to terminate my employment.

Signature

Date

What church do you attend? (If not attending, put "none".)

How long have you attended that church?

What ministries are you involved with in your church?

Would you give the school permission to contact your priest/pastor as a reference?

Yes No If yes, please provide name and phone number. _____

If you have students attending St. Nicholas Catholic School, please share why you choose to send them here.
