



**CEDAR VALLEY**  
CATHOLIC SCHOOLS

## **JOB DESCRIPTION**

**POSITION NAME:** AFTER SCHOOL SUPERVISION

**HOURLY STARTING RATE:** \$20.00

**CLASSIFICATION:** NON-EXEMPT, NON-CERTIFIED  
PART TIME, 180 DAY

**REPORTS TO:**

BMAP PRINCIPAL

CHIEF ADMINISTRATOR

BOARD OF EDUCATION

**EFFECTIVE DATE:** 07/01/2020

**QUALIFICATIONS/PERSONAL CHARACTERISTICS:**

1. Fosters and supports the uniqueness of Catholic Education.
2. Uses Gospel values as the basis for decision-making.
3. Strong organizational, leadership, and communication skills.
4. Strong computer literacy skills; to include database and spreadsheet applications.
5. Self-starter with ability to function at a high level combined with the spirit of cooperation and harmony in a Christian environment.
6. Promote positive public relations with internal and external publics.
7. Ability to maintain confidentiality at all times.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Comply with rules and objectives of the school, Cedar Valley Catholic Schools, and the Archdiocese of Dubuque.
2. Promote positive public relations with staff, parents, and the public in all daily contacts especially in telephone conversations and center visitations.
3. Oversee the daily operations of location.
4. Assist in implementing the daily program of developmental experiences for early childhood children and an enrichment program for school-age children.
5. Possess a working knowledge of emergency procedures.
6. Maintain a constant watch over children entrusted in his/her care and is aware of their location at all times.
7. Communicate effectively with and show respect for parents.
8. Respect and maintain confidentiality of all information received in connection with work.
9. Ensure proper care of the buildings, equipment, and supplies. Report damages, need for repairs and problems with the facility.

10. Serve as proper role model for children and a model for trainees, volunteers and other personnel in the center.
11. Perform such tasks and assumes other duties as may be assigned by the Building Administrator and/or Chief Administrator.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:**