



Job Description – Before|After School Care

St. Joseph School | West Warwick, RI

Job title: Before|After School Care Aide
Location: St. Joseph School | West Warwick, RI
Terms: Part-Time | Per Diem
Salary/rate: Hourly Rate negotiated upon hiring

About us: St. Joseph School promotes a positive, structured, safe, and nurturing environment in which the whole child may develop. We provide a quality education program with emphasis on the cultivation of Catholic Christian values and virtues helping our students to become the person God intends.

About the role: We are looking for a dynamic before|after-school aide to join our before|after-school program. In this role, you'll be overseeing students from Prek – Grade 8.

To ensure success as a before|after-school aide, you should be able to encourage social, physical, and intellectual growth within children and possess a strategic mindset. A before|after-school aide should be a friendly, approachable individual with a passion for children and possess excellent communication skills.

- Responsibilities:**
- Oversee and care for SJS students in a before| and after-school care environment.
 - Monitors the safety and security of students.
 - Supervises students in classrooms, playgrounds, cafeteria, hallways, and study halls.
 - Communicates effectively with the After-School Program Coordinator, Teacher(s), and/or Principal
 - Keeps accurate records of student participation/attendance.
 - Assists students in completing homework
 - Ensures materials are well-managed and school property is maintained in an orderly fashion.
 - Helps staff maintain a respectful, safe, and nurturing learning environment.
 - Performs other related duties as assigned
- Candidate requirements:**
- Ability to foster a fun and safe environment.
 - Ability to work with children and remain friendly, calm, and patient at all times.
 - Excellent communication and interpersonal skills.
 - Good analytical and problem-solving skills.
 - Ability to set rules and guidelines for children to follow.
 - Solid organizational skills and ability to maintain a tidy and neat classroom.
 - Working knowledge of school operations and procedures.
 - A positive role model for students.

- Ability to establish and maintain positive and effective working relationships with students, teachers, co-workers, and the public.
- An enthusiastic willingness to support the educational philosophy of St. Joseph School
- Integrity in all his/her dealings with the school community; is respectful, thoughtful, honest, and fair.
- Ability to follow established procedures in an emergency situation.

Contact us to apply

Principal, Mrs. Julie Capirchio | jcapirchio@sjsww.org | 401.821.3450