

Puma Pal Aide

Seasonal Part-Time Position

JOB SUMMARY: The Puma Pal Aide will be responsible for the general supervision and management of the children attending the puma pal before and aftercare program. The puma pal aide must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy. He/she must be able to speak, read, and write English fluently.

ESSENTIAL FUNCTIONS:

- Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- Assists with and directs completion of homework in the after school setting.
- Provides children with meaningful structured activities
- Maintains accurate attendance logs and billing logs for business office
- Provides professional, effective communication with parents, students, and faculty/staff of Church and School
- Guides independent study, enrichment work, and/or structured play as indicated by the Puma Pal Director/School Principal.
- Supervises children and is accountable for the well being of all children in his/her care at all times.
- Assists with snack and cleanup routines.
- Alerts the Puma Pal director and/or School Principal to any problem regarding students.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in in-service training programs as assigned.

WORK SCHEDULE: The schedule for this position is dependent upon the student enrollment at Queen of Peace Catholic School but will require no more than 28 hour weekly. Refer to Principal/Parish Administrator for further details.

POSITION REQUIREMENTS:

- Punctual, conscientious, and reliable
- Courteous manner with students, staff, parents and parishioners
- Provides all duties detailed above at an acceptable level of competency