

**St. Theresa Catholic School is hiring two (2) Extended Day Care child care providers for the 2024-2025 school year.**

Reports to: Extended Day Co-Directors; Principal and/or Assistant Principal

Position Goal: Follow Virginia School Catholic Education requirements for the extended day program of St. Theresa Catholic School. Ensure the safety and well-being of the children in the program.

**Responsibilities:**

- Directly work with and supervise children
- Maintain a safe and happy classroom environment
- Serve snack
- Keep snack and play areas clean
- Organize play areas
- Organize and supervise games and activities
- When necessary, fill out incident or accident reports
- Keep all personal, professional, and health records current

**Qualifications:**

- At least 16 years of age
- Of good character and reputation
- Capable of carrying out assigned responsibilities
- Capable of communicating effectively