

**Diocese of Tucson
St. John the Evangelist Catholic School**

JOB DESCRIPTION

Job Title: Day Care Provider

Exemption Status: Non-Exempt

Department/Location: St. John the Evangelist Catholic School

Primary Function: Under the direction of the Principal and/or Office Manager is responsible for the care and of children ages 5-12.

Essential Duties and Responsibilities:

- Support the Church's spiritual and pastoral mission
- Develop and plan age appropriate after school activities to include homework, prayers, games, movies, and/or craft activities to nurture the academic and social development of the children
- Provide a spirit filled environment
- Maintain discipline
- Serve snacks to children and regulate outdoor play time
- Ensures the health and safety of all children in day care program
- Adhere to regulatory requirements relative to the care and instruction children ages 5-12
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity; normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Catholic Church; be in full communion with the Church
- Excellent communications skills, oral and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners, school parents, and the general public
- Must be a self-starter, well organized and able to handle multiple tasks
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality a must at all times; ability to travel locally as required; weekend and overtime work may be required
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a criminal history and background check

Education and Experience:

- High school graduate or equivalent education
- One years work experience related to the care of children.

Other Skills and Abilities:

- Bi-lingual (English/Spanish) preferred

To apply:

Download and fill out the Application for Employment
(<http://www.diocesetucson.org/DOTHREmploymentApplication.pdf>) and submit the application with a cover letter and resume to:

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**Roseanne Villanueva, Principal
St. John the Evangelist School
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