

# St. Francis de Sales Central Catholic School

## Morgantown, WV

### **Extended Care Worker**

St. Francis de Sales Central Catholic School is seeking Extended Care Workers for the after-school program for the 2026-2027 school year. All applicants should send a cover letter, resume, and two names of references to ksainato@sfccs.org or mail/deliver to her attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

**PAY GRADE:** \$12/Hr

**POSITION OBJECTIVE:** The job of the Extended Care Worker is for the purpose/s of after-school supervision (PK2-Middle School-aged students) and guidance during the hours of 3:00-5:30. College students encouraged to apply.

#### **DUTIES & RESPONSIBILITIES:**

- Tracking & reporting daily student attendance.
- Active supervision of the assigned group of children
- Ensure a conducive environment at the school-aged levels for optional homework time.
- Ensure that spaces utilized by the program are cleaned and left in good repair.
- Ensure that families use proper “sign-in/sign-out” procedures and that extended care staff are using school safety policies when releasing children from extended care.
- Other duties as assigned

#### **EDUCATION & EXPERIENCE:**

- Preferred experience working with preschool or school-aged children
- Must meet or be willing to meet WV DHHR childcare licensing requirements, including background checks and any required online training.
- Current CPR certification or willing to obtain