

St. Peter/St. Francis School has two job openings for the 2017-2018 school year:

After School Program Director

Requirements:

- At least a high school diploma
- Must be proficient in Excel
- VIRTUS training (will be provided once hired)
- Fingerprint/Background check

Job Duties:

- Supervise children
- Ensure safe environment
- Assist with homework
- Maintain an organized environment
- Light cleaning (wiping down tables, sweeping, taking out garbage)
- Plan and organize games, crafts, and other activities
- Purchase healthy snacks to be given during the daily snack time (will be reimbursed)
- Must change bulletin boards in classroom and hallway seasonally
- Complete daily and weekly attendance paperwork and distribute copies to teachers
- Calculate billing using Excel spreadsheets
- Track and submit all forms of payment to the main office
- Notify parents of any outstanding balances or credits
- Communicate with principal

Hours:

- Monday: 12:30 – 5:30PM
- Tuesday – Friday: 1:30-5:30PM
- First Friday of each month is early dismissal; hours are 11:30AM – 5:30PM

Child Care Aide

Requirements:

- At least a high school diploma
- VIRTUS training (will be provided once hired)
- Fingerprint/Background check

Job Duties:

- Supervise children
- Ensure safe environment
- Assist with homework
- Maintain an organized environment
- Light cleaning (wiping down tables, sweeping, taking out garbage)
- Participate in games and crafts
- Assist with snack time

Hours:

- Monday – Friday: 1:45 – 5:30PM
- First Friday of each month is early dismissal; hours are 11:45AM – 5:30PM

To apply for either of these openings, please contact the principal of St. Peter/St. Francis School, Mrs. Jo-Anne Gauger, at 860-489-4177 extension 314 or principal@spsfschool.org for an interview.