ST. BERNARD'S
CATHOLIC CHURCH
GO MAKE DISCIPLES

WE ARE HIRING

EXTENDED DAY TEACHING ASSISTANT

- **The Extended Day Teaching Assistant** provides a safe, nurturing, and engaging after-school environment for students enrolled in the Extended Day Program at St. Bernard's Catholic School. Working under the direction of the Principal, the Teaching Assistant supervises students during after-school activities, supports homework completion, facilitates age-appropriate recreation, and helps foster a positive, faith-filled atmosphere that reflects the mission and values of Catholic education
- **Qualifications:** Experience working with children in a school, childcare, recreation, or similar setting is preferred. Candidates should demonstrate patience, reliability, sound judgment, and a genuine enjoyment of working with elementary-aged children
- **Schedule:** Monday-Friday, 3:00pm-5:45pm during the regular school year.
- **Apply:** Submit a resume and cover letter to **stbernardsschool@stbernardstrf.com**

105 Knight Ave N, Thief River Falls | (218) 681-3571

ST. BERNARD'S
CATHOLIC SCHOOL
GO MAKE A DIFFERENCE

Extended Day Teaching Assistant
Job Description

Reports To
Principal

Position Summary
The Extended Day Teaching Assistant provides a safe, nurturing, and engaging after-school environment for students enrolled in the Extended Day Program at St. Bernard's Catholic School. Working under the direction of the Principal, the Teaching Assistant supervises students during after-school activities, supports homework completion, facilitates age-appropriate recreation, and helps foster a positive, faith-filled atmosphere that reflects the mission and values of Catholic education.

This is a part-time hourly position scheduled Monday through Friday from 3:00 p.m. to 5:45 p.m. during the regular school year.

Essential Duties and Responsibilities

- Supervise students enrolled in theExtended Day Program in a safe, caring, and respectful environment.
- Model and promote Catholic values, Christian kindness, and Gospel-centered behavior in all interactions with students, families, and staff.
- Welcome students into the program following dismissal and ensure accurate attendance.
- Supervise daily snack time while maintaining appropriate health and safety practices.
- Provide a structured homework period by encouraging responsibility, organization, and independent learning.
- Supervise indoor and outdoor free play, games, and recreational activities appropriate for elementary-aged children.
- Monitor student behavior using positive guidance and consistent expectations.
- Maintain a clean, organized, and orderly Extended Day environment.
- Communicate student concerns, injuries, behavioral issues, or other significant information to the principal and parents as appropriate.
- Ensure students are released only to authorized adults according to school procedures.
- Follow all school safety protocols, emergency procedures, and diocesan policies.
- Attend required staff meetings and training as assigned.
- Perform other duties related to the Extended Day Program as assigned by the principal.

Qualifications

- Experience working with children in a school, childcare, recreation, or similar setting is preferred. Candidates should demonstrate patience, reliability, sound judgment, and a genuine enjoyment of working with elementary-aged children.
- Applicants must successfully complete all required diocesan safe environment training and pass a Diocese of Crookston background check prior to employment.

Knowledge, Skills, and Abilities

- Ability to supervise and engage groups of elementary-aged children.
- Strong communication and interpersonal skills.
- Ability to establish positive relationships with students, families, and staff.
- Dependable, punctual, and able to work independently while following established procedures.
- Ability to respond calmly and appropriately in routine and emergency situations.
- Commitment to maintaining confidentiality and professionalism.

Commitment to Catholic Education

TheExtendedDay TeachingAssistant is expected to support the mission and philosophy of St. Bernard's Catholic School by demonstrating respect for the teachings and values of the Catholic Church. While a practicing Catholic is not required, all employees are expected to uphold the school's Catholic identity and serve as positive role models for students through their words, actions, and relationships.

Work Schedule

Part-time,hourly position.
Monday–Friday: 3:00 p.m. – 5:45 p.m.
School-year schedule, following the St. Bernard's Catholic School calendar. Additional training or meetings may be required as assigned by the principal.

How to Apply

Submitaresume and cover letter to: stbernardsschool@stbernardstrf.com