



Diocese of Fort Worth Position Description

Position: EXTENDED CARE WORKER
Date Revised: June 3, 2019
Reports to: Director of the Extended Care Program
Location: St. Peter the Apostle Catholic School
1201 S. Cherry Lane
Fort Worth, TX 76108
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The Extended Care Worker fulfills the mission of the Catholic school by caring for and supervising students in the Extended School Care Program. The worker will plan and implement activities for students on campus, which include snack time, homework/study, and playtime.

Principal Accountabilities:

- Assists with the implementation of instructional/recreational activities for children in extended care.
- Helps maintain student behavioral expectations.
- Communicates with parents as appropriate.
- Assists in the maintenance day care records.
- Serves food and cleans up after snack is completed.
- Responsible for all other projects, tasks, etc., as assigned.

Supervision Given and/or Received:

- Supervised by Director of the Extended Care Program and Principal.

Internal Contacts:

- Co-workers and School employees

External Contacts:

- Parents / Guardians of students.

Working Conditions and/or Physical Requirements:

- After school care setting two to four days a week August through May from approximately 3:30 p.m. to 6:00 p.m.
- In-service hours as required.



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- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel Requirements:

- None

Education and Experience Preferred:

- High school diploma
- One year of experience working with children
- Equivalent of 15 credit hours in education or additional 3 years working with children
- Positive references and recommendations
- Must be able to successfully pass child protective services and criminal background check.

Knowledge and Skills Preferred:

- Must have basic understanding/acceptance of Catholic School philosophy, goals, objectives
- Must have a basic understanding of child development and skills necessary to relate to the students being serviced
- Must be able to use the control and discipline techniques established for extended care
- Must work cooperatively with extended care director, extended care aides and other staff

FLSA Designation: Non-Exempt

_____ Position Description Approved By	_____ Date
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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.