



Diocese of Fort Worth Position Description

Position: Extended Day Staff
Date Revised: June 2, 2022
Reports to: Principal
Location: Saint Elizabeth Ann Seton Catholic School
2016 Willis Lane
Keller, Texas 76248
<https://seasc.net/employment>

General Position Summary: In our Christ-centered environment, we provide formative faith lessons and experiences, pursue academic excellence, participate in the sacramental life and devotions of the Catholic Church, offer engaging student activities, and give students opportunities for growth in virtue and character. It is through this educational plan that students are formed spiritually, intellectually, morally, and physically as they are prepared for high school and grow into disciples of Christ who are ready to respond to God's call.

It is our vocation to cultivate faith, virtue, and wisdom in children by educating the whole child. We seek to develop students into lifelong learners who wonder and are curious about the world; know how to engage it; think critically by analyzing, evaluating, and synthesizing prior knowledge with new discoveries; problem solve; make sound judgments; and then communicate these deeper understandings in a persuasive and beautiful manner.

Working Conditions and/or Physical Requirements:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard office and school conditions

Job Description:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Monitors and assists individual students in small instructional groups to support learning activities
- Supervises students at lunch, recess, and in routine movement
- Performs clerical tasks, prepares instructional materials and bulletin boards as indicated by the classroom teacher
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits • Maintains a work schedule that maximizes availability to the school, students and staff



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FLSA Designation: Exempt or Non-Exempt
(Determined By the Director of HR at the Catholic Center)

Job Grade:
(Determined By the Director of HR at the Catholic Center)