*The Academy of the Holy Names is an independent, Catholic, coeducational elementary school and a college preparatory high school for young women, sponsored by the Sisters of the Holy Names of Jesus and Mary.*

**Our Mission**
*The Academy of the Holy Names is a Catholic, independent school founded and guided by the Sisters of the Holy Names of Jesus and Mary. In a faith community of exceptional love, the Academy empowers students to be authentic individuals who, in pursuing their highest academic potential, engage in critical thinking, are inspired by creativity, and lead culturally aware, spiritually rich lives.*

**Employment Opportunity:**
The Academy of the Holy Names seeks a talented and energetic Extended Day Program Assistant. Under the supervision of the Coordinator of Extended Day and the Director of Auxiliary Programs, the individual provides supervision of outdoor and indoor play for students from age four (4) to fourteen (14); ability to problem solve and make good decisions; monitors the check-in and check out of the students; supervises high school assistants to ensure their active involvement with the students; monitor and enforce the Extended Day Program rules and expectations, and assist the Extended Day Coordinator as needed. The hours are from 2:30 p.m. until 6:00 p.m.

**Qualifications:**
· Experience working with children in a school setting is preferred

**Position Responsibilities:**
· Supervise children from age four (4) to fourteen (14) years of age
· Supervise outdoor and indoor play and homework time
· Supervise high school assistants to be sure they are actively involved with the children
· Monitor signing students in and out each day
· Monitor and enforce the Extended Day Program rules and expectations
· Assist the Extended Day Coordinator as directed

The Extended Day Assistant reports to the Director of Auxiliary Programs.

No phone calls, please.

*The Academy of the Holy Names does not discriminate based on race, faith, nationality, or ethnic origin in its hiring process nor in the administration of educational policies, admission policies or tuition-assistance programs, athletics, or other school-administered programs. The school admits students of any race, faith, nationality, or ethnic origin, and gives to all students rights, privileges, programs, and activities generally accorded or made available to all members of the student body. In accordance with its mission, the school seeks a population composed of many different voices, viewpoints, and backgrounds. The Academy of the Holy Names is a designated drug-free workplace.*