

# 2019-2020 Elementary After School Caregiver

## St. Luke the Evangelist Catholic Church – St. Luke Early Childhood Center

1750 Riverstone Ranch Drive  
Pearland, Texas 77089  
281-741-7497

St. Luke the Evangelist Early Childhood Center is accepting applications for part time early childhood caregivers (12:15pm-6:00pm). Our classrooms have small ratios and we are a center-based program.

### Summary

An After-School Caregivers at St. Luke ECC is responsible for establishing and maintaining a safe, healthy and nurturing learning environment. An after school teacher is responsible for working in conjunction with the entire faculty to maintain the vision, mission and safety of all children enrolled.

### Education and Experience:

- Flexibility to support team members from other age groups and to schedule changes as explained by the Director and/or assigned personnel.
- Prior work experience in a caregiving or assistant caregiving position (public or private school system), quality preschool, childcare center or church nursery preferred.
- Certification Requirements: CPR and First Aid, Pre-service training as prescribed by Texas Department of Protective and Regulatory Services, Safe Environment Training.
- High School Diploma mandatory
- Minimum CDA preferred, but not necessary.

### Physical Demands

- For the facilitation of child safety, and potential emergency situations we require a lifting ability of 30lbs minimum. The physical demands of moving and reacting quickly are essential functions of this position.

### Job Responsibilities:

- Ensure that children/caregiver ratio is always within Minimum Standards ratio requirements.
- Know and follow procedures for reporting any observed or reported abuse and/or neglect.
- Actively supervise students, ensuring students can be seen and heard at all times.
- Read, periodically review, and constantly adhere to the Department of Family Protective Services Minimum Standards for Child-Care Centers.
- Properly change/dispose soiled diapers in compliance with sanitation standards.
- Mix/refill disinfectant solution and cleaning supplies daily.
- Follow all written and posted weekly lesson plans.
- Work with assigned caregiver or other personnel to prepare and maintain learning environment.
- Support the school by participating in staff development opportunities and special school events.
- Attend staff meetings, age level team meetings, the annual Archdiocese Conference and other in-service training requested by the Director.

Send resumes to: [ECCDirector@stlukescatholic.com](mailto:ECCDirector@stlukescatholic.com)