



Our Lady of Mercy School seeks a new member of our extended care team to serve on a part-time basis beginning August 29, 2022. The ideal candidate will incorporate his or her commitment to Catholic education and willingness to work as part of a larger team into the service of our school's mission: that our students strive to be saints and scholars. The position is hired by the principal and reports to the director of the extended day program and to the principal.

Responsibilities

- Supporting and upholding the mission and teachings of the Catholic Church in word and deed
- Encouraging all students in our extended day program towards sanctity and scholarship
- Working effectively with all members of our school community to create an environment where students, faculty, staff, and families pursue excellence in a spirit of Christian charity
- Assisting daily with the organization and distribution of snacks for students in our extended day program
- Supervising and caring for students in one classroom of our extended day program
- Providing support to additional classrooms in the extended day program as necessary
- Fulfilling all administrative responsibilities of the extended day program
- Supporting the needs of the school's administration as necessary
- Supporting and adhering to the Code of Conduct and policies and procedures of Our Lady of Mercy School and the Diocese of Providence
- Demonstrating professionalism in conduct, demeanor, and work habits
- Maintaining confidentiality regarding school matters
- Performing other responsibilities as designated by the principal

Requirements

- Must be available Monday through Friday from 2:00 to 5:30 pm
- High School Diploma required
- Citizenship, residency, or work visa required
- At least two years of relevant experience preferred

To Apply

Please email the following to Mr. Patrick McNabb, Principal, at pmcnabb@olmschool.org:

- Current Resume
- Letter of Interest
- One Letter of Reference from a Recent Supervisor

Striving to be Saints and Scholars