



**SAINT PETER INDEPENDENT SCHOOL DISTRICT NO. 508  
JOB DESCRIPTION**

**REVISED:** July 2025

**TITLE:** Saints Overtime Assistant

**REPORTS TO:** Saints Overtime Coordinator and the Community and Family  
Education Director

**QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma or equivalent
- Demonstrated enthusiasm for working with children
- Experience with supervising young children, preferred.

**Knowledge/Skills/Abilities:**

- Possesses/will obtain CPR/First Aid Certification
- Ability to communicate and interact positively with children and adults
- Ability and willingness to learn new skills to share with participants
- Ability to work independently with minimal supervision
- Knowledge of data privacy and confidentiality.

**JOB GOAL:**

Under the direction of the Saints Overtime Coordinator, the Saints Overtime Assistant will assist with the coordination, implementation, and daily supervision of a childcare program serving students in grades K-6.

**SALARY:**

\$16.65 per hour

**BENEFITS:**

Employees earn one monthly sick day, calculated based on their average daily hours worked during the month.

**PERFORMANCE RESPONSIBILITIES:**

% of time		
70%	1.	Assists with the daily care of Saints Overtime participants. A. Interact and lead activities with Saints Overtime participants. B. Prepare craft and special activity stations. C. Provide redirection/discipline to participants who are not behaving appropriately. D. Direct snack preparation and clean up. E. Administer the appropriate first aid to individuals who become injured. F. Notify the Saints Overtime Coordinator when supplies are low.
20%	2.	Assists with designing and maintaining a safe, stimulating childcare environment. A. Adhere to all the program rules and guidelines in the Saints Overtime handbook. B. Attend required training meetings. C. Work with the Saints Overtime Coordinator to repair, replace, or provide equipment. D. Share ideas, crafts, games, and suggestions to enhance the environment.
8%	3.	Assists with the responsibility of effectively communicating with parents. A. Greet parents as they drop off and pick up their child/children. B. Respond to questions and inquiries regarding the Saints Overtime program.
2%	4.	Assists with the necessary reporting and record-keeping of attendance, family information, and scheduling changes.

**PHYSICAL EFFORT:**

- A. The Position requires the ability to sit for part of the time but will also involve standing, walking, and bending.
- B. The position requires light to moderate physical stamina and occasional lifting of program equipment and supplies up to 25 lbs.
- C. The applicant must be able to actively supervise elementary-age children in various indoor and outdoor settings to ensure their safety, including observing their activities and responding to auditory cues.

**WORKING CONDITIONS:**

- A. Position functions in a workplace with various noise levels at times.
- B. Position functions in elementary classrooms, cafeteria, gymnasium, playground, and media center.
- C. The position involves occasional exposure to childhood and adult diseases and illnesses.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs and requirements of the position change.*

**TERMS OF EMPLOYMENT:**

**SUPERVISOR:** \_\_\_\_\_

**AGREED TO:** \_\_\_\_\_

**REVIEWED ON:** \_\_\_\_\_