



## **After-School Enrichment Program Assistant (Limited Part-Time)**

### **School Description**

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion. With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

### **Position Summary**

Santa Catalina School, a nationally recognized PreK–12 independent Catholic school in Monterey, California, seeks a limited part-time After-School Enrichment Program Assistant. The After-School Enrichment Program serves Santa Catalina Lower and Middle School students daily from August to June. Students build practical skills, gain confidence, and explore their interests while having fun in a safe and supportive environment. The After-School Enrichment Program Assistant reports directly to the Director of After-School Enrichment and is expected to be a supportive and contributing member of the After-School Enrichment Program.

### **Description**

The After-School Enrichment Program Assistant supervises and facilitates afternoon recess and snack time, provides support for homework time, and more for students in PreK–grade 3 (Study Buddies) or grades 4–8 (CASL). This position requires a positive role model who can build relationships with students and their families, lead various games, and oversee free play and activities.

The position hours are Monday–Friday, 3:00–5:30 p.m., during school calendar dates. (September 5, 2025–May 27, 2026). These hours may vary depending on required training days and additional program offerings.

Santa Catalina School believes that each employee contributes significantly to its success. The assigned responsibilities should not limit that contribution. Therefore, this position description is designed to outline primary duties, qualifications, and job scope but not limit the incumbent nor the organization to just the work identified. We expect each employee to offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

### **Essential Responsibilities**

- Supervise PreK–grade 8 students during the After-School Enrichment Program, including recess, homework support, free play, enrichment classes, and more



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- Assist in administrative needs to support program activities, such as maintaining daily attendance and accountability records
- Assist in checking students in from class and leading them to the designated activity space
- Provide tutoring support in academic areas
- Provide social-emotional learning support to students, such as conflict resolution
- Facilitate relationship-building
- Communicate with parents daily during pick-up time, providing student updates
- Observe health and safety regulations
- Learn, follow, and explain school rules, regulations, policies, and daily practices regarding the After-School Enrichment Program operation
- Help maintain and organize program supplies and spaces

## **Other Responsibilities**

- Other duties as assigned

## **Qualifications**

- High school diploma or equivalent
- At least 1 year of youth and/or school program experience
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law

## **Competencies**

- Demonstrate knowledge of youth development and behavior management practices
- Display strong communication, interpersonal, and relationship-building skills
- Understand and relate to children while being a role model
- Cultural competence and enthusiasm for working with youth in a diverse and dynamic community
- Work independently and as a member of a team
- Commitment to professional growth and education

## **Supervisory Responsibilities**

- This position does not supervise other employees

## **Working Conditions and Compensation**

- Ability to work actively on a playground with students of varying ages, abilities, and backgrounds
- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods, and needing to lift up to 50 lbs.
- Ability to work in a school environment with a wide variety of challenges, deadlines, and people



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- Salary Range: \$16.90–\$18.00 an hour, depending on experience

## **Equal Employment Opportunity**

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

## **To Apply**

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

<https://www.santacatalina.org/upper-school/who-we-are/employment>

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact [employment@santacatalina.org](mailto:employment@santacatalina.org).