

Notice of Open Position  
Diocese of Palm Beach

Location: St. Helen Catholic School

**Title: Part Time Extended Day Assistant**

St. Helen Catholic School located in Vero Beach, FL is searching for a Part Time Extended Day Assistant (Monday thru Friday, school calendar year). The hours would be 3:00–5:40 on regular scheduled school days and 12:00-5:40 on noon dismissals.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese also offers a 403(b)-retirement plan to all employees. Information on our retirement program can be found [here](#).

**Qualifications:**

- Previous experience with supervising and working with small children recommended
- Must agree to fingerprint through the outlined process
- Will be assisting the Extended Care Coord for overseeing the program
- Will assist in setting up and planning age appropriate activities
- Will follow all guidelines set forth by the Diocese of Palm Beach
- Comfortable working with on-line programs for check in and check out of children
- Ability to multitask, work independently and make responsible judgment calls.
- Ability to work effectively with Diocesan employees, department heads, representatives of other agencies, and the general public.
- Excellent analytical skills and problem-solving capacity.
- Ability to stay focused and organized.
- Strong interpersonal skills.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Strong ethical values.

**Physical Requirements:**

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Occasional lifting and carrying up to 50 pounds
- Occasional bending, climbing, stretching, and kneeling
- Frequent use of both hands and fingers
- Occasional moments of minimal and routine hearing

The above is intended to describe the general context and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To apply, download and complete the [Employment Application](#) and submit along with your cover letter, resume, salary requirements and list of references to the attention of Deborah Irish, Principal, St Helen Catholic School. [principal@sthelenschoolvero.org](mailto:principal@sthelenschoolvero.org)