

**Epiphany Catholic School
11001 Hanson Boulevard, NW.
Coon Rapids, Minnesota 55433**

Position Description

Position Title: Student Services and Copy Room

Date: July 1, 2025

Reports To: Principal

FLSA Status: Non-Exempt - Staff

Direct Reports: None

Provides Work Direction To: None

Receives Work Direction From: Principal

Schedule: Full-time (with benefits) up to 40 hours per week, 4 to 5 days a week or when school is in session. Operations of recess, lunch, subbing, check-in, check-out, temp checks, or assigned by supervisor.

Purpose: To provide student support and supervision during school hours, including recess, in accordance with the school/parish mission statement, philosophy, handbooks, curriculums, and directions established by the classroom teacher, principal and pastor.

General Responsibilities

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

Representative Responsibilities:

A. *To be present where needed

1. Ready to work as needed to meet responsibilities of job. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.
2. Work with teachers to coordinate recess times and supervision schedule

B. *Instructional Support

1. Model the values of Jesus Christ in relationships with students, parents, colleagues, and the larger community. These values include, but are not limited to: peace, justice, reconciliation, compassion, respect, and hope.

C. *Regular Duties and Activities

1. Be present in the cafeteria at 6:45 am to greet and oversee students.
2. Be present at daily K-5 lunch recess (others as requested by admin.) and ensure that students are safe and treat each other with respect and kindness.
3. Help coordinate school safety drills including bus, fire, tornado, evacuation, recess, intruder, containment and others as necessary.
4. Help ensure that after-school carline is running smoothly and safely.
5. Train staff how to use resource room copy machines.
6. Help oversee school Go Kits and train staff on use and responsibilities.
7. Help oversee school walkie talkies and train staff on use and responsibilities.
8. Inform administration of all school safety concerns and needs.
9. Train recess volunteers.

10. Develop rules and consequences for recess behavior to ensure student safety and respect of others.
11. Work with the Safety Team Coordinator to oversee and facilitate the school's emergency action plan.
12. Evaluate and promote student safety at all school day events.
13. Promote students' good behavior, manners, and virtue during recess and school events.
14. Document concerning student situations that occur while you are responsible for their safety.
15. Communicate with admin, teachers, and parents when necessary regarding student concerns and behavior.
16. Oversee "other" student safety issues that become apparent.

D. *Professional Responsibilities

1. Demonstrate enthusiasm for your role.
2. Engage in opportunities to grow spiritually, and theologically.
3. Attend all in-service training, workshops, and meetings as required.
4. Handle conflicts and problems in a direct, peaceful, respectful manner.
5. Maintain confidentiality in all areas of the job.
6. Support all aspects of the accreditation process.
7. Be familiar with the school crisis plan and implementation.
8. Dress in a professional manner that is appropriate for Epiphany Catholic School which may set specific standards. Blue jeans are inappropriate except on special occasions as indicated/approved by administration.

E. *Organizational Goals

1. Must demonstrate the willingness to embrace Parish and School business, strategic, and ministerial objectives and show full cooperation with their implementations.

F. Other Responsibilities

Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Assigned responsibilities may change, as the Community's needs change.

Responsibilities identified with an "*" are essential functions of the job.

Job Qualifications

Appropriate educational experiences.
 Work effectively and collegially with others.
 Make decisions.
 Work without supervision.
 Learn and implement "best practice" educational strategies.
 Manage students effectively.
 Take direction from Principal or other staff members.

Mental Demands

Be knowledgeable and supportive of Catholic School Mission and Philosophy.
 Be active, knowledgeable and supportive of the Catholic faith and witness this to the community.

Exhibit competence in age appropriate instructional methods and knowledge of subject matter being taught.

Demonstrate evidence of effective student behavior management techniques.

Provide mental supervision to students in assigned care.

Ability to work cooperatively and collegially in and out of the classroom.

Able to use technology to provide effectively for student learning. Proficiency in technology skills as the position demands, including but not limited to the Internet, Microsoft PowerPoint, Word, and Excel.

Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

Communicate effectively with classroom teacher, staff, administrators, and the parish community.

Keep supervisor and others appropriately informed.

Must keep information confidential and have integrity and honesty.

Must have the ability to plan, organize and meet deadlines.

Possess ability to recognize and maintain confidentiality.

Work well with others maintaining a positive and helpful attitude even in chaotic times.

Physical Demands

Fulfill total commitments of the educational program and other activities of the school year.

Able to move around a room for long periods of time.

Able to speak, see, hear, and respond to students at all times.

Lift and carry up to 30 pounds using proper lifting and carrying techniques.

Ability to work out of doors in temperatures as low as zero and as high as 100 degrees Fahrenheit.

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this capacity.

Signature of Supervisor

Date