



## **EXTENDED DAY PROGRAM TEACHER JOB DESCRIPTION**

Under the direction of the Assistant Head of School for Operations, an Extended Day Program teacher participates in all aspects of the Extended Day Program to address the recreational, social, safety, and enrichment needs of the children served by the program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Collaboratively working with the Extended Day Program team, an Extended Day Program teacher will:

- Support the mission, philosophy, and core values of the School;
- Establish a climate of respect for each child, and maintain a safe and healthy working environment;
- Supervise students in the Extended Day Program, ensuring a quality educational experience for all participants;
- Collaborate as part of the Extended Day team of teachers to actively promote safety and the social, emotional, and physical development of each child through nurturing relationships and activity choices that reflect each child's individual needs, interests, and abilities; and
- Fulfill other duties as assigned.

### **REQUIREMENTS**

- Bachelor's degree in education or related field is preferred, but not required;
- Planning, organization, and problem-solving skills;
- Experience working with school-age children, preferably in an independent school;
- Excellent interpersonal skills as it relates to building relationships with school-age children.
- A commitment to best practices in education;
- Ability to communicate effectively with students, families, and colleagues;
- A clear commitment to diversity, community, and inclusion in school communities; and
- An ability to work in a collegial and collaborative environment.

The Extended Day teaching position is 10-month, part-time, and non-benefited at approximately 15 hours weekly. Hours are 2:45-5:45 p.m. Monday through Friday, with occasional hours as needed.