EXTENDED DAY STAFF

Job Description

PART-TIME

MISSION OF CITY ACADEMY

Transforming children, families and our community through exceptional education and bold expectations that empower children to overcome barriers.

SUMMARY OF POSITION

Highly motivated professional staff member with a passion for kids, ability to work collaboratively with families, colleagues, and a natural desire to provide a caring environment for all.

Extended Day 3p-6p

- Reports to Director of Extended Day and Summer Programs
- Leads students in STEAM, arts, crafts and other activities
- Actively engages with students at all times
- Ensures that students are on task and adhere to outlined schedules
- Positive, energetic, creative, organized and knows how to have fun with kids
- Salary $17.75/hour

ESSENTIAL FUNCTIONS and ACCOUNTABILITIES

- Implement activities and day-to-day functions in accordance with schedule
- Maintain City Academy expectations during extended day
- Report all health-related incidents/occurrences to Director -Ms. Kim W./Ms. Candy (front desk)
- Complete an Incident Report if more serious than a minor scrape–i.e. head injury, swelling, bleeding
- Report all behavioral incidents/occurrences to Director of Extended Day and Summer Programs

SUPPORT OF EDUCATION AND PROGRAM

- Provide support and flexibility to students and teachers alike when transitioning to Extended Day
- Promote healthy hygiene habits/intensify cleaning and disinfecting- Leave spaces neat & clean

To apply:

Qualified applicants should submit a cover letter and detailed resume to:

Kimberli J. Wilson
Director of Extended Day and Summer Programs
kwilson@CityAcademySTL.org

This position description should not be interpreted as all inclusive. It is intended to provide a summary of the job and job segments. Any essential function or requirement of this job will be evaluated as necessary in the event an incumbent or applicant is deemed unable to perform the function due to disability. Nothing in this job description restricts management's rights to assign and/or reassign duties and responsibilities of this job at any time.

_____	_____	_____	_____
Extended Day staff	Date	Director of Extended Day & Summer Programs	Date