



Middle School “Late Knight”

Pace Academy, one of Atlanta's top independent schools, seeks a responsible individual as a part time worker in the after school program, Late Knight. The school is looking for a positive, enthusiastic individual to work Tuesday and Thursday each week from 3:30-6:30 PM, supervising students after school according to the school year calendar.

This position requires someone to manage the Middle School students whose parents work and must come later in the afternoon to pick them up. There is a space for students to do homework and a space for them to hang out with other Middle School students until leaving. Management of the students includes keeping roll and staying until the last student has been picked up. This position allows time for personal work, reading etc.

The ideal candidate will bring a strong sense of humor, initiative, with the ability to be punctual, self-motivated, and commit to the work schedule.

Duties and responsibilities include the following, other duties may be assigned.

- Manages Middle School students in two classrooms, insuring security and safety.
- Respectfully handles conflicts and discipline in line with Pace values.
- Greets parents each afternoon and provides positive feedback.
- Available to stay past 6:30 PM (if needed).

REQUIREMENTS:

Associate's degree (A. A.) or equivalent desired.

Two to four years related experience and/or training desired.

Basic knowledge of first aid required.

Ability to lift and/or move up to 25 pounds required.

Starting salary is \$15 per hour.

To learn more about our Middle School:

<https://www.paceacademy.org/academics/middle-school>

Qualified applicants should send a resume, cover letter, and references to Jobs@PaceAcademy.org.

Equal Employment Opportunity Employer