



Job Description: Extended Care Associate

Position Title	Department	Reports to
Extended Care Associate	Extended Care	Julie Wallace
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Immediate Hire

OVERVIEW OF WOODLAND SCHOOL

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 300 students in early childhood through eighth-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

Woodland School specializes in education that inspires students by nurturing each individual’s voice, intellect, and character. With rich content and an emphasis on inquiry-based and student-driven projects, students are empowered and encouraged to be active and engaged learners.

Our students’ innate sense of wonder is the foundation of learning at Woodland School. Teachers craft meaningful, multisensory learning experiences which enable creativity, ingenuity, and deep interdisciplinary connections. Students explore and develop complex understandings that engender a sense of self and purpose in the world.

Woodland School’s faculty create a school environment that is as supportive and nurturing as it is challenging, and they embody the core values of the school—stewardship, integrity, curiosity, resilience, equity, and respect. Our teachers apply best practices through collaboration, integrated curriculum, brain-based teaching and learning methods, and continued professional development. Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by connecting them to the best practices in pedagogy, curriculum development, educational technology, and student assessment.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

POSITION OVERVIEW

The Extended Care Assistant reports to the Extended Care Coordinator. S/he is charged to support the Extended Care Coordinator in collaboration to provide a safe and exciting extended care program to Woodland students.

POSITION SPECIFICS

REGULAR HOURS:

Monday- Thursday 2:45pm- 6:00pm

Friday 1:45pm- 6:00pm

Occasionally there will be additional hours for special school functions.

1. Interact and engage with students K- 8th grade
2. Monitor safety and enforce adherence to school rules
3. Implement the program curriculum as planned by the Extended Care Coordinator
4. Assist the Extended Care Coordinator in addressing the ongoing needs of students and parents
5. Promote a safe and healthy environment based on safety standards set within the program.
6. Maintain accurate attendance records.
7. Lock all doors and buildings at the end of day.
8. Demonstrate behavior that is professional, ethical, and responsible.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

We seek a dynamic individual who loves children of all ages. Candidate with similar experience desired. Candidate must have strong interpersonal skills, a love of children, a desire to improve skills and the ability to good communicate effectively. Must be willing to take direction and work collaboratively with a team.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The position can be physically demanding. Reasonable accommodations may be made if requested in advance.

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

WWW.WOODLAND-SCHOOL.ORG