



FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

Extended Day Job Description

Position Title: Extended Day Assistant Teacher

Date Modified: June 2019

Reports to: Extended Day Director

Position Purpose: The Extended Day Assistant Teacher is responsible for supervising students within the Extended Day Program and aiding the Lead Teacher in the activities of Extended Day.

Work Environment:

Frederica Academy lives the mission: *To maximize each student's potential and prepare him/her for college and adult life through the development of mind, body, and spirit.* Employment at Frederica is more than a job. It is an opportunity to join a community of learners who seek challenge, commitment, and strong relationships. We serve as advocates for our students. Because we are a dynamic, forward-thinking independent college preparatory school, much is required of our administrators, faculty and staff. We challenge and inspire each student to fulfill his/her promise and to better the world. In a highly competitive school landscape, our emphasis on the whole child and our legacy of excellence in teaching set us apart. The work environment is noted for being family-friendly and flexible. The feeling in the school is encouraging, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Frederica Academy. The school is fully committed to a culturally diverse faculty and student body.

Those who tend to see problems before opportunities, or who struggle to laugh at themselves, or who regard process as a reason for complacency will not find success in this working environment.

Essential Functions:

- Keep attendance at the beginning of the Extended Day Program and keep attendance current as children leave to include parent signature and time upon departure. A weekly report will come to the Director of Extended Day.
- Assist in activities for the Extended Day Program and work with the other staff members to ensure they have the necessary materials/activities for each group. A daily schedule will be communicated to the students and should reflect a consistent routine.
- Supervise homework and indoor activities as well as outside playground activities.
- Follow the snack calendar for the week/month. Check in with other Extended Day staff to ensure a healthy snack is available to all grades.
- Help with general housekeeping tasks at the end of each day.
- Attend recommended training such as CPR and First Aid.
- Follow all safety and security procedures as directed by the school emergency plan and work with the school nurse to ensure that all safety procedures/precautions are followed.
- Perform other tasks as deemed necessary and appropriate by the Director of Extended Day.

Qualifications:

- College degree preferably in Education (May be in the process of obtaining degree)
- Interest in working with children and creating a positive creative environment for an after school program
- Good verbal skills with students, colleagues, and parents
- Demonstrated Organizational skills
- Comfortable in working with technology (iPads, Chromebooks, etc.)
- Flexible when it comes to being a “team player”

Physical Requirements and Work Environment:

- Works in an educational environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Be able to occasionally lift up to 30 pounds
- Work primarily in a traditional climate controlled classroom environment
- Work in outside weather conditions, including heat and cold
- Hours will be from 1:30 – 5:30 Monday through Friday when school is in session

Frederica Academy is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran.