



# BROWNELL TALBOT

## **Extended Care Staff**

Job Type: Part-time

## **Our Mission**

Brownell Talbot College Preparatory School: Every student. Every mind. Every heart. Known. Inspired. Challenged.

## **Our Vision**

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

## **Philosophy**

We value integrity, self-discipline, and each person's inherent dignity. Our community challenges each student to endlessly strive to reach his or her potential through exploration, understanding, and development of the creative, intellectual, physical, spiritual, and social self. Through an appreciation of the United States and its role in the global community, students will become responsible leaders and stewards of their community, country, and world.

## **Our School**

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by AdvancED. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community.

## **General Position Description**

- Provides the director of extended care with support by assisting students in a variety of tasks between the hours of 2:00 pm and 6:00 pm.
- Assists the director of extended care in the general supervision and management of a classroom.
- Supervises and ensure the safety and well-being of students at all times, being alert to the needs and concerns of the children as individuals and as a group.
- Assists with the planning and implementing of the daily program under the direction of the director.
- Follows a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities skill developments, snack, and effective transition between activities.
- Cooperates in a supportive role in preparing the learning environment, setting up centers, preparing needed materials and supplies, and carrying out developmentally appropriate activities designed to meet the physical, emotional, and developmental needs of the children in the classroom.
- Participates with children in group and individual activities.
- Treats all children, parents, and staff with dignity and respect.
- Creates a classroom environment that promotes and reinforces parental involvement.
- Demonstrates initiative. Assist and complete general housekeeping tasks. Attend all staff meetings and recommended training programs and conferences.



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- Completes all necessary training.
- Other duties as requested by the director.

## **Desired Skills & Qualifications**

- High school diploma, G.E.D. certificate.
- One to two years of experience in organized group activities for children.
- Education or early childhood degree or in process of obtaining degree preferred.
- Knowledge of classroom management.
- Strong oral communication skills.

## **Personal Qualities**

- Acts as a model of integrity.
- Possesses a growth mindset and a willingness to be creative.
- Understands and maintains professional boundaries between students, teachers, and staff.
- Respects confidentiality.
- Exercises patience and good listening skills.
- Is flexible and has the ability to work under pressure.
- Keeps a positive attitude.
- Works effectively with teams, while at the same time can work independently.
- Able to diplomatically solve problems and work with different constituencies.
- Is sensitive to cultural, gender, and economic diversity.

## **Working Conditions**

While performing the duties of this position an incumbent may be required to:

- Occasionally lift up to 25 pounds, bend and stoop, and traverse uneven terrain and climb stairs while moving about campus.
- Must be able to converse in clear English both written and orally, over the phone, and in person.
- Be able to communicate with students and parents in a productive manner.

Work hours vary and may include some hours outside the afternoon schedule.

Brownell Talbot School will consider reasonable accommodation, for individuals with disabilities to enable them to perform the essential functions and duties of this job.

Application process: Interested candidates are complete the general application at [brownell.edu/careers](http://brownell.edu/careers). Please submit the completed application, resume, and cover letter to [careers@brownell.edu](mailto:careers@brownell.edu).