



Job Title - Extended Care Teacher/Assistant

Department - Extended Care/Auxiliary

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. Our childcare program is licensed by DHHS. Brownell Talbot is an exciting environment for professionals who like to be a part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community.

Summary Description

Reporting to the director of auxiliary programs, the extended care teacher/assistant is responsible for ensuring the safety and well-being of each child enrolled in Brownell Talbot's extended care program while assisting with the planning, preparing, and delivery of activities, which meet the student's individual developmental needs.

Qualifications

An Extended Care Teacher/Assistant must:

- ✓ Be at least 19 years of age
- ✓ Have a high school diploma or equivalent.
- ✓ Have at least one year of experience working with children in organized group activities and/or a certificate in early childhood education, or successful completion of an education-early education degree or currently working toward the completion of one.
- ✓ Submit to various background checks including those mandated by DHHS and Brownell Talbot.



Required Expectations

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their emotional needs.
- Utilize developmentally appropriate practice and best practice methods at all times.
- Be a positive role model for all caregiving staff and teachers, students, and parents
- Be warm and nurturing with children at all times
- Be professional and customer focused
- Follow the standards and procedures set forth by DHHS and Brownell Talbot.

Responsibilities and Duties

Including, but not limited to the following:

- Engage children in activities and play that stimulates their development.
- Appropriately supervise children while keeping them safe at all times.
- Implement lesson plans/ activities provided by the director.
- Assist with the planning and implementation of the daily program under the supervision of the director.
- Maintain a positive classroom environment that is also clean, organized and safe for all children.
- Establish a professional level of rapport with each family in order to provide quality care and friendly service.
- Manage a group of children utilizing appropriate classroom management techniques.
- Serve provided snacks, supervise, and clean up the eating area afterwards.
- Interact with parents daily.
- Maintain a professional self-image and project the values of Brownell Talbot at all times.
- Complete six hours of required training yearly.

Typical work hours are 2:00 pm to 6:00 pm during the school year but hours may vary and include additional hours throughout the year.

Application Process

Interested candidates are to complete the general application at brownell.edu/careers. Please submit the completed application, resume, and cover letter to careers@brownell.edu.