



Job Title - Lead Extended Care Teacher

Department - Auxiliary Programs

Job Type - Part-time

(1:00 pm - 6:00 pm during school; 12:00 pm - 5:30 pm during scheduled summer camps)

(\$15.00 - \$18.00 per hour)

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 lead extended care teacher 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

A lead extended Care teacher must:

- Be at least 21 years of age.
- Have a bachelor's degree in a related field; experience working with children is preferred.
- Have at least two years 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 towards the completion of one.



- Ability to successfully pass various background checks including those mandated by DHHS and Brownell Talbot.

Required Expectations

- Work well in a team environment and collaborate with auxiliary staff and other departments, campus wide.
- Demonstrate excellent leadership, management, and organizational skills.
- Be Patient, enthusiastic, self-reliant, and dependable.
- 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/guardians.
- Be warm and nurturing with children at all times.
- Demonstrate strong communication skills both internally and externally with families.
- Follow the standards and procedures set forth by DHHS of Nebraska 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.
- Be responsible for planning and implementation of the daily program under the supervision of the director.
- 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.
- Have strong skills and demonstrated experience in technology including but not limited to Microsoft Office Suite and Google Docs.
- Complete required yearly training per DHHS license.

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.