

## After School Care Staff

**Job Description:** Under the direction of the Director of After Care and the Head of Lower School, the staff is responsible for ensuring the safety and supervision of after-school care participants. This includes supervising snack and restroom breaks, providing homework help, and supervising activities, games, and crafts for participants in the program. The After-School Staff must assume a leadership role and serve as a positive role models to all students.

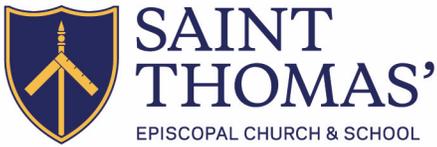
**Immediate Supervisor:** Director of After Care

### Qualifications:

- Must be at least 18 years of age.
- Previous experience working with elementary school-aged children preferred.
- Possess basic knowledge and understanding of school-aged children.
- Be a self-starter and perform the job with little supervision.
- Possess the ability to communicate verbally and in writing.
- Possess the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, observant, have a neat and professional appearance, and have a courteous manner.
- Must be able to help school-aged children resolve conflicts and issues that may arise.
- Must be able to provide a structured environment that is orderly and reflective of a restorative discipline approach.
- Must be alert and attentive to the needs of children. Requires active supervision.
- Must possess or attain CPR/AED/First Aid Certification.

### Duties and Responsibilities:

- Provide participants with the appropriate supervision during the program.
- Provide a warm and caring atmosphere for participants.
- Maintain a physically safe environment for participants. Follow and enforce all safety policies.



- Responsible for all activity and room preparations for the program. Keep the rooms neat and orderly.
- Maintain a daily routine and schedule of activities for participants.
- Provide students with homework help as needed.
- Ensure that students follow the STE Discipline Policy and respect the school spaces and materials.
- Communicate with the parents through daily drop-off and pick-up. Maintain accurate sign-in and sign-out sheets.
- Maintain open communication between STE After School Staff and school personnel, specifically the Director of After Care.
- Maintain a positive attitude toward co-workers, the students, parents, and the school.
- Report any problems which arise with participants, other employees, or the school to the Director of After Care.
- Take a proactive response to any issues and concerns regarding the program.
- Other duties as assigned.

#### **Marginal Functions:**

- Make recommendations to the Director of After Care for improvement of equipment, supplies, facility, and program needs.
- Set up and move furniture.
- Clean up rooms after the program is finished.
- Be flexible and adaptable to new situations.
- Attend staff meetings and training as needed.

If interested, please send your resume and application to Jeri Wisdom, Human Resources Generalist at [wisdom.jeri@stes.org](mailto:wisdom.jeri@stes.org).