Position Profile

POSITION TITLE: **Extended Care**
DATE MODIFIED: January 2026
FLSA CLASSIFICATION: Biweekly
REPORTS TO: Director of Extended Day

POSITION OBJECTIVE: Provide an engaging, safe, and supportive environment for HDS students.

Qualifications and Skills:

- Experience with children or in a school setting
- Strong communication, patience, and problem-solving skills
- Ability to work independently and as part of a team
- Positive attitude and flexibility

Personal Characteristics:

- Adaptable, persistent, and proactive
- Strong interpersonal and organizational skills
- Solution-oriented; growth mindset
- Excellent written and verbal communication skills

Essential Functions:

- Monitor children at all times, indoors and outdoors, ensuring no one is left unsupervised
- Organize and lead age-appropriate activities, games, and recreational time
- Provide homework assistance
- Check students in/out, ensuring constant supervision
- Foster a safe, clean, and engaging environment
- Model appropriate activities and positive classroom management techniques
- Follow organizational policies and procedures
- Other duties and responsibilities as assigned by the Director of Extended

Working Environment:

- Work hours: 2:30-5:30 pm
- Occasional lifting, carrying, pushing, and pulling.
- An active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

The Hancock Day School is a coeducational, independent day school serving students from pre-kindergarten through grade 8. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.