



PART-TIME K-5 AFTERSCHOOL & SUPPORT STAFF POSITION

The Lycée Français de San Francisco is currently seeking qualified applicants for a Part-Time Afterschool & Support Staff position, 25 hours per week (77% FTE), for its **Ashbury** Campus.

The Lycée Français de San Francisco is a French Immersion College Preparatory School in the San Francisco Bay Area. We provide a challenging educational environment based on the French national curriculum, enriched by English classes from PS-12th grade. Our curriculum is designed to provide students with a well-structured, well-assimilated body of general knowledge while encouraging the development of analytical and critical thinking skills. Our students earn an American high school diploma, as well as prepare for the French Baccalauréat, which qualifies them for both American and European Universities.

The Afterschool & Support Staff assists and helps the teacher with activities during class time, the safety and well-being of the children during recess, lunches, and afterschool times. He/she oversees students and maintains order and safety on the playground, school grounds, lunchroom, multipurpose room, and other designated areas.

General Duties and Responsibilities:

- **Promote a Positive Climate:** Supervise students during transitions, playtimes, and lunchtime. Maintain a harmonious atmosphere by modeling and encouraging **clear communication during conflicts** and fostering an environment where students **respect their peers**.
- **Active Mentorship:** Actively model the social-emotional behaviors expected of students, demonstrating patience, inclusivity, and proactive problem-solving in all interactions.
- **Conflict Resolution:** Encourage peaceful resolution of student disagreements and provide consistent follow-up with teaching staff regarding behavioral trends or specific incidents.
- **Safety & Incident Reporting:** Maintain student safety during all activities and ensure all spaces are secure. Anticipate potential accidents and **document any injuries in a timely manner**, following all school policies and reporting to the designated supervisor.
- **Risk Management:** Anticipate potential hazards or accidents and report any injuries immediately to the designated supervisor in accordance with school policies.

- **Supervision & Transitions:** Ensure all students are collected by their respective teachers after recess and lunch, verifying that no student is ever left unattended or alone.
- **Instructional Support:** Assist and support teachers with organized activities, ensuring students remain engaged and safe.

Successful candidates will:

- Experience in private schools or education is preferred but not mandatory,
- Energetic and enthusiastic,
- Patient and respectful to children and parents,
- Knowledge of the French language is a plus but not required.

Start Date: August 15, 2026

Status: Part-time (77% of FTE), non-exempt

We offer a competitive salary, commensurate with the level of experience.

Excellent benefits package which includes medical, dental, vision, paid holidays, 15 weeks of paid vacation when school is not in session, long-term disability and retirement benefits.

*Candidates **with 1 to 3 years related experience** in the education field can anticipate a yearly salary, ranging from: **\$50,592 to \$52,018 for 25 hours per week**. The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc. Lycée offers a negotiated salary range.*

The Lycée is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.

Interested candidates should send their resume and cover letter via:

<https://www.lelycee.org/about/jobs>