THE SUMMIT
COUNTRY DAY SCHOOL

Job Description

Title: Extended Day Staff
Position Type: Hourly
Reports To: Auxiliary Programs Manager
Schedule: Monday- Friday 3pm-6pm during the academic year (or a minimum of 3 days per week)

Job Summary:

The person selected for this role will be under the supervision of the Auxiliary Programs Manager and will oversee, lead, and participate in activities with toddler and school aged children (18 months-Grade 6) and be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the Extended Day program. Extended Day Staff also provide childcare for employees from 8am-4pm during in-service dates during the school year; approximately once a month.

Qualified applicants can send their resume to Mikayla Trinkley, Human Resources Director, at Trinkley_m@summitcds.org

Qualifications

- High School Diploma or G.E.D;
- Experience in working with youth (18 months – Grade 6) preferred.
- Must have enthusiasm, be adaptable, dependable, and possess an excellent work ethic.
- Must be able to accept guidance and supervision.
- CPR and First Aid Certification required (can be completed on the job during staff training opportunity).
- Must be flexible and adaptable to meet the needs of the children and program
- Ability to routinely interact with children on the floor, move furniture in the environment and sustain long hours of active work
- Ability to maintain emotional control under stress

Duties and Responsibilities:

- Protect the health, safety and welfare of all students in the Extended Day program.
- Maintain accurate documentation of attendance, absences, and emergency information on each child.
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff.

- Supervise student participation in structured and unstructured activities.
- Maintain positive relationships with students by showing sensitivity to students' emotional needs and problem solving any issues effectively treating them with dignity and respect.
- Help maintain space and supplies.
- Keep the room neat and tidy after various activities have occurred
- Effectively communicate with parents as they drop off/pick up children
- Other duties as assigned.

Job Specifications:

- Monday - Friday: 3pm – 6pm
- Provide staff childcare on specified dates from 8am – 4pm (dates provided well in advance)
- Ability to complete Ohio Department of Education (ODE) required trainings (virtual)

This job description is not a "contract" between The Summit Country Day School and you It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of you. . It is a list of the core responsibilities/functions of the position. The job description duties may be changed at the discretion of the Head of School and/or designee and you may be asked to perform duties that are not listed on the job description.

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