DUKE SCHOOL

AFTER SCHOOL STAFF MEMBER

Job Information

Job Title	After School Staff Member
Location	Durham, North Carolina
About Duke School	Founded in 1947, Duke School has as its mission to "inspire learners to boldly and creatively shape their future." Duke School offers an exceptional project-based learning environment that seeks to develop high-level analytical and critical thinking skills in all of its students. Duke School is a preschool through 8th grade day school enrolling approximately 500 students.

Job Summary

The After School Staff Member works collaboratively with colleagues to provide a safe, engaging, and developmentally appropriate after-school experience for Duke School students. Auxiliary Programs are an extension of the Duke School experience and reflect the school's mission, constructivist philosophy, project-based approach, and commitment to social-emotional learning. Every After School Staff Member plays an important role in building positive relationships with students and families while supporting a welcoming, organized, and engaging environment.

FLSA Status: Hourly, Non-Exempt
Reports To: Director of Auxiliary Programs and Human Resources
Day-to-Day Supervision: Auxiliary Programs Supervisor

Essential Responsibilities

• Represent Duke School professionally in all interactions with students, families, colleagues, and visitors.

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• Build positive relationships with students and caregivers, recognizing that every interaction reflects Duke School's mission and values.
• Supervise and actively engage students in developmentally appropriate indoor and outdoor activities that promote creativity, collaboration, responsibility, and play.
• Maintain a safe, inclusive, and welcoming environment while supervising transitions, playground activities, homework time, enrichment opportunities, snacks, and student dismissal.
• Participate in Big Fun Camp programming on designated school closure days by supervising students and supporting daily activities and operations.
• Communicate as specifically guided by supervisors or directors about student matters.
• Complete timely and accurate documentation of injuries, behavioral incidents, and other significant events in accordance with Duke School procedures. Report all incidents promptly to the After School Supervisor and participate in follow-up communication and planning as appropriate.
• Demonstrate professionalism through sound judgment, accountability, clear communication, accurate documentation, and consistent follow-through.
• Maintain confidentiality regarding students, families, colleagues, and school operations.
• Follow all policies and procedures outlined in the Duke School Employee Handbook, Auxiliary Programs Handbook, and other school policies, including expectations regarding student supervision, the Rule of Three, health and safety procedures, appropriate technology use, cell phone restrictions, and approved use of electronic media.
• Perform other duties as assigned by the After School Supervisor or Director of Auxiliary Programs.

Qualifications

• High school diploma required; associate's degree or higher preferred.
• Experience working with children in preschool through middle school is preferred.
• Strong interpersonal, organizational, and communication skills.
• Ability to build positive relationships with students, families, and colleagues while working collaboratively as part of a team.
• Commitment to supporting Duke School's mission, constructivist philosophy, project-based approach, and social-emotional learning.

To Apply

Please express your interest and email your resume to David.dixon@dukeschool.org

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