



<b>Position Title:</b>	Explore and Extend After School Care, Part-time
<b>Date Modified:</b>	June 2021
<b>FLSA Classification:</b>	Non-Exempt
<b>Reports to:</b>	Director of Explore and Extend
<b>Position Purpose:</b>	Supervises, instructs, and guides students in Explore and Extend after school programs.
<b>Work Hours:</b>	2 p.m. – 6 p.m.; Varies depending on needs of department each day. (Specific hours are dependent on the schedule of offerings.)
<b>Work Calendar:</b>	School Year

### **Description**

The Explore and Extend Part-time After School Caregiver will facilitate the growth of students in a student-centered, developmentally appropriate environment focusing on research-based, best practices following a differentiated, balanced approach and curriculum. While developing and maintaining positive relationships with students, parents, and faculty members, the Explore and Extend care giver will recognize and coach the social-emotional needs of each student.

### **Essential Functions**

- Works directly with the Director of Explore and Extend to initiate, implement and oversee the day-to-day programs for students.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Explore and Extend classroom.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and Extend & Explore Handbooks.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program

### **Essential Tasks**

- Utilizes curriculum to promote an appropriate instructional program and growth for every child.
- Works cooperatively with administration to promote and enhance the Explore and Extend program.
- Works cooperatively with administration and faculty to promote a positive work environment based on a growth mindset.
- Ensures Explore & Extend facilities are ready to receive students and responsible for leaving work area clean and organized.
- Regularly evaluates the facilities for safety and effectiveness of supervision and works with administration to make changes as needed.
- Fulfills all qualified duties and responsibilities assigned.
- Other duties as assigned by the Head of School and/direct supervisor.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- High School Diploma; Bachelors degree preferred.
- Previous group childcare experience preferred.
- A demonstrated willingness to work as part of a team by being service-oriented, flexible, and reliable when helping coworkers accomplish their jobs/tasks at hand.

### **Physical Requirements and Work Environment**

- Occasionally lift up to 50 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach