

Assistant Director After School Program

(Grades K – 9)

Part –Time beginning September 2017

20 – 25 hours/week



Foote's After School Program (ASP) is an essential element of our school's program. Serving children in grades K-9, the program includes significant outdoor and indoor play, opportunities to participate in projects, and study time for older students. The Assistant Director, working with the Director, is responsible for overseeing the program.

We seek a nurturing, adaptable person who understands the developmental and cognitive needs of children and who can work collaboratively in a creative, cooperative environment.

We are deeply committed to diversity and an inclusive curriculum and community. We actively encourage applications from candidates with broad and diverse backgrounds and from individuals of all races, nationalities and beliefs. We seek candidates who have a clear interest in being part of a community that seeks to challenge prejudice and is committed to diversity and inclusion.

Job Responsibilities:

- Work directly with, support, and assist in supervision of after-school teachers
- Work directly with children and provide coverage for teachers when needed
- Assist ASP Director in managing the operations of the program
- Ensure that all safety protocols are being followed. Monitor and report health and safety hazards
- Communicate with parents about their children as well as about policies and procedures
- Promote the concepts of teamwork, fair play and sportsmanship
- Communicate regularly with ASP Director regarding program, children and parents
- Keep excellent records and assist with billing as necessary
- Communicate with classroom teachers, advisors, and Lower School and Middle School Division Heads regarding any concerns and/or behavioral issues occurring during after-school hours
- Perform special projects as assigned by ASP Director

Qualifications:

- Bachelor's degree required
- Experience working with children in grades K-9
- Experience working in a team; supervisory experience preferred
- Strong interpersonal, oral and written communication skills, with a professional and empathetic approach
- Detail-oriented and able to work collaboratively
- Computer literacy
- High energy and enthusiastic

Job Hours: Monday – Friday: 2:00 p.m. – 6:00 p.m. during school days
Approximately 10 – 15 full days during school vacations

Individuals interested in being considered for this position should send the following to employmentinquiries@footeschool.org:

- Letter of interest
- Resume
- List of three references

Thank you for your interest in The Foote School!