



EXTENDED DAY STAFF POSITIONS (Part-time and full-time positions needed)

St. Michael's Episcopal School seeks qualified full-time and part-time Extended Day Staff in Extended Programs for the 2020-2021 academic year. These are short term positions reporting to the Director of Extended Programs, with options for longer term employment.

The primary responsibilities will be as follows:

- Assist the Director of Extended Programs in delivering a program that serves the School's mission and meets state regulations pertaining to child care and extended day centers, including those for religiously exempt schools.
- Provide an environment for students K-8 that ensures students are happy, healthy and actively engaged before or after the school day has ended.
- Plan and facilitate outside-of-school time enrichment activities for students.
- Communicate effectively with students' families and faculty regarding program details and individual student needs.
- Oversee homework and other school day assignments to ensure completion.
- Ensure accurate tracking and reporting of student attendance for billing purposes.
- Clean and sanitize Extended Day spaces according to St M established COVID-19 mitigation guidelines.
- Manage student health & safety protocols.

The ideal candidate will have...

- a love of working with children and those who work with children;
- a minimum of 2-5 years of experience as a teacher/caregiver/counselor in extended day, after-school, and/or summer program; (nanny experience in a private household applicable)
- a clear understanding of best practices in the area of extended/auxiliary school programs;
- an educational philosophy which places students at the center of the learning process, fostering students' curiosity, love of learning, and character development; (outdoor education experience preferred)
- a bachelor's degree in education or a related field is preferred, but not required.

St. Michael's Episcopal School provides children with superior academic instruction in an environment that acknowledges and develops the Christian values of kindness, respect, acceptance, integrity, responsibility, resilience, and compassion. Located on a stunning 70-acre campus, our K-8 co-educational community is small enough (390 students and 52 faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Our student-teacher ratio is 10:1, and average class size 18 to 19 students. Students hail from 30 different zip codes. Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving its mission and thus considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

Candidates should forward a cover letter, resume, and short educational philosophy to abuffey@stmschool.net. Please use EXTENDED DAY JOB CANDIDATE in the subject line.