

JOB DESCRIPTION: EXTENDED CARE AND SUPERVISED RECREATION STAFF

The Carey School Extended Care Program is seeking a candidate to supervise students in Pre-Kindergarten through 5th grade during before school hours and after school hours. Qualified applicants must be able to guide students through daily homework assignments.

The Carey School strives to hire:

- The best-in-class teachers
- Individuals who possess a genuine passion caring for children
- Individuals who possess a strong set of communication and interpersonal skills

We are seeking positive parent-teacher communicators who are interested in a sense of ownership over curriculum and the Extended Care Program.

The job description of the extended care and supervised recreation teacher is determined and approved by the Director of Studies. The extended care and supervised recreation staff is accountable to the Director of Studies and the Director of Extended Care Programs.

GENERAL:

The extended daycare and supervised recreation staff member implements the mission statement approved by the Board of Trustees. *The staff member assumes all responsibilities assigned by the Director of Studies and the Director of Extended Care Programs.*

The Staff Member:

Hours of Employment 7:00am – 4:00pm

Hourly Rate Depends on Experience

Responsibilities include but are not limited to:

- Oversees academic, extra-curricular, and athletic activities.
- Works with the Director of Extended Care Programs to maintain sign in/out forms and procedures (Before School and After School).
- Is responsible for the safety of all students entrusted to his/her care.
- Monitors and reinforces the health and safety rules of The Carey School with the students.
- Encourages students to follow the school's health guidelines.
- Works with the administrators in creating a safe work environment for children.
- Follows school disciplinary measures and procedures and is responsible for implementation of these procedures.

- Implements an after school program for students in pre-kindergarten through fifth grade.
- Works with colleagues as a team by meeting with fellow staff members on a bi-weekly basis to plan and discuss programming.
- Maintains professionalism at all times by supporting the school and its leadership.
- Operates in a friendly, flexible and cooperative manner with the administration, faculty, and staff.
- Arranges for thoughtful communications with the parents of the students participating in the extended care programs at The Carey School.

QUALIFICATIONS:

- Experience teaching and interacting with students in early childhood and elementary grades is required.
- A Child Development Associate National Credential, an Associates degree, or Bachelor's degree in Child Development, Early Childhood Education, or related field is preferred.
- 12 Early Childhood Education/Child Development units are a minimum requirement
- One to two years of prior experience working as a member of a classroom team with ECE age groups is strongly preferred.

Interested candidates should send a resume and cover letter to:

The Carey School
1 Carey School Lane
San Mateo, CA 94403
(650) 345-8205 phone
(650) 345-2528 fax

Contact Persons:

Tracy Gray-Hair, Director of Studies: tgray-hair@careyschool.org
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