



After School Extended Day Specialist

Primary Responsibilities

The Extended Day Specialist will assist with the implementation of a quality programs that enrich the students spiritually, academically, socially, emotionally, and physically. The EDS will maintain a fun learning environment for students by successfully implementing daily program activities. Daily expectations include: leading students in small group activities, supervising snack and indoor/outdoor play, assisting children with day to day needs, maintaining a safe & healthy environment.

- Extended Day Specialists must be flexible and available to work between the hours of 8:30am-3:30pm or 3:00pm-6:00pm, Monday-Friday.
- Co-lead daily, highly engaging learning activities indoors and outdoors with school age children
- Promote a safe and healthy environment based on safety guidelines set by the CDC and health professionals.
- Interact professionally with parents, guardians and other staff members.
- Efficiently redirect inappropriate student behaviors and implement the program discipline system to effectively monitor and guide proper student behavior.
- Support the emotional and social development of children.
- Report any concerns and questions regarding the program (students, parents, equipment needs, supplies, other staff, volunteers, etc.) to the program director.
- Assist in the cleaning and straightening of the room and equipment before, during, and after the program.
- Continue professional development by attending staff meetings and trainings.
- Demonstrate behavior that is professional, ethical, and responsible.
- Enjoy being with students and foster their spiritual, academic, social, emotional, and physical development through the duties outlined above
- Other duties as assigned by the Director of Student & Family Engagement.

Skills and Experience

- Previous professional experience working with school age children is preferred.
- Experience in organization, lesson plan/implementation, conflict resolution and critical thinking.

- High School Diploma or equivalent required
- Associates or Bachelor's Degree in education or related field preferred.

Candidates must have the following professional and personal attributes and commitments

- An excitement for teaching and learning alongside young children.
- A commitment to collaboration and building partnerships with children, colleagues and families.
- A sense of humor and positive attitude.
- Willingness to be flexible and adaptable.
- Strong communication and relational skills. Positive performance in preparedness, attendance and punctuality.
- Interest and curiosity about progressive education, child development, equity, inclusion and social justice.