

Before and/or After School Care Leader – in French Immersion School

Job Summary

Notre École, a French Immersion STEAM charter school, seeks qualified and passionate staff to plan activities and monitor elementary students during before and/or after school care programs.

Ideal staff will be enthusiastic, creative, able to team with other staff members, and establish good relationships with parents and students.

Responsibilities Before/After Care:

- Work with other team members to oversee students in Before and/or After School Care Programs.
- Plan daily student activities for elementary students
 - Study time or reading time
 - Exercise/Sports in gym or playground
 - Games and activities
 - Crafts
- Implement daily sign-in and sign-out procedures (Log Book)
- Ensure that the areas used are cleaned up and organized at the end of each day
- Turn log books and/or spreadsheets into bookkeeping department on a weekly basis
- Ensure that students are cared for in a safe manner at all times
- Be present where needed, ready to work as needed, to meet responsibilities
- Collaborate with staff on ways to improve behavior (if needed)
- Account for instructional materials assigned to you (if applicable)
- Be present with children at all times when responsible for their welfare
- Establish and maintain professional and cooperative working relationships with students, staff, and parents
- Learn, follow, and explain school rules, regulations, policies, and daily practices of the before and/or after school program's operation.

Qualifications:

- High School Diploma or Equivalent
- Be an enthusiastic and creative supervisor and motivator of children
- Be a role-model to students
- Be able to team with staff members in order to ensure that the overall school mission is being met
- Have excellent speaking and writing skills and have same high expectations of students

Experience:

- Minimum 12 months experience, either paid or volunteer, working with and monitoring school-aged children (preferred)

Education:

- Minimum High School Diploma or Equivalent

Certification or License:

- Cardiopulmonary Resuscitation (CPR) certification (preferred)
- First Aid certification (preferred)

Language:

- French (Preferred)

Work authorization:

- United States (Required)

Salary

- Hourly wage: \$15/hr

Hours

- Before and/or After school hours, Monday-Friday.
- The number of days per week is negotiable.

To Apply

Please send an email to michele.chalmeau@notreecole.org that includes your resume and cover letter. In the email subject line, please include your name and the position you are applying for (For example: Sarah Brown – Before and After School Care Leader).