



## K-5 Extended Day Teacher Job Description

**SUPERVISOR:** K-8 Extended Day Director

**HOURS:** 20+ hours/week -to be determined by specific support needs

The Berkeley School strives to provide the best educational environment for each of our students. We seek faculty and staff who are knowledgeable and experienced in helping each student grow to recognize and affirm the cultural histories and identities of all our students and to educate the whole child. If you see this as critical to education, we urge you to join us.

**OVERVIEW:** As an Extended Day Team member the teacher is responsible to maintain a structured, safe, and organized extended day program that aligns with the school's educational mission. The Extended Day teacher runs a class option each week, in their area of expertise, that serves the developmental needs of K-8 students. The program hours include; 2:30–6:00p on Monday through Thursday and 1:00–6:00p on Friday, all day, weeklong vacation camp in February and April, and evening hours for childcare during special events.

### **ESSENTIAL QUALIFICATIONS:**

- Experience working with elementary and middle school students.
- Bachelor's degree preferred.
- Ability to work independently and as part of a team.
- High level of personal and professional integrity.
- Strong planning and organization skills.
- Understanding of child development and different learning styles.
- Proactive, clear communication skills with students, families, and colleagues.
- Flexibility and resilience in a dynamic school environment and willingness to help with emergent tasks.
- Timeliness in response to email communications.

### **GENERAL PROFESSIONAL RESPONSIBILITIES:**

The Berkeley School is committed to hiring and retaining employees who are committed to the mission of the school and the professional expectations that stem from that mission: that commitment should be visible through all the employee's interactions with children, colleagues, supervisors, families, and community members. TBS employees are expected to be knowledgeable, prepared, and responsive, to strive for high standards of professional integrity and proficiency, to maintain positive and respectful communications and interactions with all members of the TBS community, and to ensure the health, safety, and well-being of TBS students at all times. All TBS employees are expected to read and follow the policies and procedures as described in the Faculty/Staff Handbook.

### **Key Functions and Areas of Oversight:**

- Communicate proactively and regularly with the director and other extended day staff about any issues that arise during the course of extended day hours.
- Attend weekly staff meetings to review the program, solicit and give feedback, and discuss student concerns.
- Responsible for being on time and prepared for scheduled shifts. Teachers are responsible for giving 24-hour notice of unplanned absences and two-weeks notice for planned absences.
- Engage with students during extended day hours, be proactive in solving conflicts, and assist other staff members to ensure a smooth program. Provide a cohesive experience for students bridging from the school day to extended day.
- Plan and facilitate at least one Extended Day class offering per week throughout the year as well as a variety of community games and playground activities appropriate for K-5<sup>th</sup> grade students.

- Participate in various special events throughout the year, including professional development, opening week events, etc.
- Facilitate programming for family/teacher conferences, holiday break camp and for evening events
- Responsible for weekly rotating duties, including but not limited to: front desk, snack preparation, dishwashing, light campus maintenance, and to step in to help with emergent tasks.

**Additional projects:** as assigned by the Extended Day Director.