



Extended Day & Classroom Support Teacher Job Description

SUPERVISOR: Extended Day Director

HOURS: Between 32-36 hours/week: exact hours to be determined by support needs

Please send resume and cover letter to Catherine DeVuono: cdevuono@theberkeleyschool.org

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 students 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: This position is primarily working with the Extended Day Team as a teacher in the afterschool program. It also offers an opportunity to gain experience in a classroom setting working with various K-8 teachers and classrooms as a support and/or substitute teacher..

The Extended Day teacher is responsible for supervising playground games and activities, and maintaining a structured, safe, and organized extended day program during hours of operation (3–6:00p on Monday through Thursday, and 2-6:00p on Friday). Extended Day Teachers may also teach classes each week that align with the school's educational mission and vision and meet the developmental needs of K-8 students.

During 8-3 hours, this role involves providing administrative support, supporting other teachers in classroom instruction, or substituting for teachers as needed. Collaboration and excellent communication skills are necessary to provide a safe and stimulating environment for all students. In this role, the individual will gain teaching experience and have opportunities to engage in professional dialogue about children's learning, patterns of behavior, classroom dynamics, and parent communication.

ESSENTIAL QUALIFICATIONS:

- Flexibility and resilience in a dynamic school environment and willingness to help with emergent tasks.
- Experience, enthusiasm and ability to engage with elementary and middle school students in the classroom and on the playground.
- Understanding of child development and different learning styles
- Awareness regarding identity and inclusion, with a commitment to culturally responsive practices.
- Ability to work independently and as part of a team with a high level of personal and professional integrity.
- Strong planning and organization skills.
- Proactive, clear communication skills with students, families, and colleagues.
- Timeliness in all aspects of work and response to email communications.
- Bachelor's degree preferred.

GENERAL PROFESSIONAL RESPONSIBILITIES:

The Berkeley School is committed to hiring and retaining employees who are dedicated 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 with specialist mentor teacher about issues that arise during the course of the school day and with Extended Day director about issues that arise during 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, organize, and facilitate group games/activities as needed, and attend to children on the playground.
- Participate in various special events throughout the year, including; professional development, opening week events.
- Substitute teaching and/or administrative support as scheduled and required.
- Facilitate programming for family/teacher conference days and evening events.
- Responsible for weekly, regular Extended Day duties, including but not limited to administration/office work, snack preparation/distribution, dish washing, campus stewardship.

Additional projects. As assigned by the Extended Day Director.