



## **Exhibit A**

### **K-8 Extended Day Teacher Position Description**

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

**HOURS:** 18+ hours/week - to be determined by specific support needs

Please send resume and cover letter to [cdevuono@theberkeleyschool.org](mailto:cdevuono@theberkeleyschool.org).

**OVERVIEW:** As an Extended Day Team member, the teacher shares responsibility for maintaining a structured, safe, and organized extended day program for K-8 students that aligns with the school's educational mission. Extended Day Teachers supervise playground games, organized outdoor and indoor activities, and free play during program hours (3–6:00p on Monday through Thursday, and 2-6:00p on Friday). Extended Day Teachers may also be asked to run a weekly class option that meets the developmental needs of K-5 students. Extended Day Teachers provide supervision and programming during K-8 conference days (four per year), and provide childcare during evening Family Education and other related school events.

#### **ESSENTIAL QUALIFICATIONS:**

- Experience working with elementary and middle school students.
- 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.
- Punctuality and reliability.
- 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.

#### **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.
- Engage with students during extended day hours, be proactive in solving conflicts, and assist other staff members to ensure a smooth program.
- Plan and facilitate a variety of activities and community games appropriate for K-5 students.
- Facilitate programming for family/teacher conferences and childcare evening events.
- Responsible for weekly rotating duties, including but not limited to: snack preparation, dishwashing, campus stewardship.