



## Extended Day Leader

**Type:** Part-Time

**Supervisor:** Director of Co-Curricular Programs

**Begin:** ASAP!

### **Mission Statement**

*Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.*

### **Diversity Statement**

*Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.*

### **Job Description**

Our Extended Day program needs kid champions to lead our Preschool-Middle School students in productive and creative academic and enrichment investigations after school in a semi-structured environment. We prefer adults who have worked with students before in classroom or camp experiences, are interested in child development, and have boundless energy in the afternoons from 2:15-6:00 p.m. This position lasts through Thursday, June 3, 2021. Successful applicants will demonstrate the ability to:

- Show energy, punctuality, dependability, and creativity
- Manage irregularity of student attendance
- Arrive by 2:15 p.m. Monday-Friday (non-negotiable). Staffing rotates so that Extended Day Leaders leave at 5:00, 5:30, or 6:00 p.m. (10-15 hours per week)
- Create plans to supplement academic, enrichment, or social needs of the children in Extended Day
- Work well with other after school leaders to form a positive, supportive team atmosphere.
- Keep track of schedules and attendance
- Tolerate moderate to loud noise levels
- Participate, as needed, in bending, stooping, stretching, squatting, pushing, pulling, sitting, and walking to support the emotional and physical needs of students
- Follow Covid-19 safety protocols including daily health screening

In the cover letter, please respond to the following questions:

- 1) What is your philosophy on how an after school program experience can change a child's life?
- 2) How do you manage chaos in your life as it may relate to a group of children?

### **Please direct cover letters and resumes to:**

Susan Custer, Coordinator of Co-Curricular Programming | [scuster@ccookschool.org](mailto:scuster@ccookschool.org)

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