



A PRIVATE SCHOOL FOR GIRLS K-8

## **Position Description:** **Part Time After Care Monitor**

<b>Position Title:</b>	<b>After Care Monitor</b>
<b>Reports to:</b>	Head of School
<b>Exempt/Non-exempt:</b>	Non-Exempt
<b>Schedule:</b>	Part time (daily from 3:00pm-6:00pm), Academic Year Employee (through May)
<b>Pay rate:</b>	\$20.00-25.00/hour, depending on experience

### **THE SCHOOL:**

The Girls' School of Austin is a private K-8 school of 150 students in the historic Tarrytown district of Austin. The GSA brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program. Significant use is made of the artistic and natural resources in Austin and the surrounding area.

### **JOB SUMMARY**

At the end of the school day, parents have the flexibility to pick up their children at regular dismissal or wait until later, knowing their child will be supervised in a casual setting, with flexible activities and an afternoon snack. The After Care monitor supervises students who are waiting after school to be picked up. This person ensures student safety and provides structure for student activity.

### **JOB RESPONSIBILITIES**

The primary responsibility of the after care monitor supervises students who stay after school until their parents arrive to sign them out.

The after care monitor will:

- Check students into after care as they arrive in the classroom and record their arrival times.
- Supervise homework, play, and activities to ensure student safety and wellness.

- Maintain an orderly physical environment and make sure the classroom is cleaned up at the end of the day.
- Order and distribute after school snacks.
- Record times and validate who is picking students up.
- Administer basic first aid when needed.

This position requires a commitment to being on campus daily from 3:00pm-5:30pm.

## **QUALIFICATIONS:**

### **Required**

- Must be 17 years old or older

### **Preferred Experience**

- Experience working with young people, elementary/middle school ages
- Prior experience working in a school setting
- Earned or working toward a degree in education or related field
- First Aid certification/Willingness to get certified

### **Knowledge, Skills, and Abilities**

The ideal candidates will be at the start of their teaching career and have a desire to work with a wide age range of children. In addition, they will also possess:

- Appreciation and respect for young people as learners and people, through challenging and joyful moments alike;
- Outstanding interpersonal skills, including an appreciation for the diverse experiences and identities of the students in their care;
- Strong organizational skills while still exhibiting a high degree of flexibility;
- Passion about the mission and vision of the school;
- A warm personality with a good sense of humor
- Considerable patience.

We encourage applications from people of color, LGBTQ+ candidates, or candidates from communities that are historically underrepresented in independent schools.

## **SUPERVISION EXERCISED**

None

## **SUPERVISION RECEIVED**

- Reports to the Head of School.
- Works closely with administrative staff for supplies, snacks, and billing

## **PHYSICAL DEMANDS**

The ideal candidate must be able to complete all the physical requirements of the job with or without reasonable accommodation. Work is generally performed in a school environment, in a classroom and on a playground.

- Work full-time in person and maintain regular and predictable attendance
- Ability to move throughout the campus during all weather conditions
- Ability to lift as much as 30 pounds

## **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@thegirlsschool.org](mailto:jobs@thegirlsschool.org)

Cover letters may be addressed to:

Ms. Rebecca E. Yacono

Head of School