

The Meadowbrook School

Extended Day (after school) Assistant

REPORTS TO: Director of Extended Day, Mrs. Joyce Strother

JOB DESCRIPTION: To provide students a safe environment to do enrichment activities that include arts and crafts, sports, and games.

MISSION: We bring life to learning for elementary-aged children in a nurturing, fun, and collaborative environment.

Salary: \$15-\$20 per hour

PRIMARY DUTIES AND RESPONSIBILITIES:

- Monitor and supervise student activities.
- Ensure the health and safety of every child.
- Assist the Director with implementing the program, as well as sharing ideas for new program initiatives.
- Implement strategies to help children learn, play, and collaborate with one another.
- Manage conflicts and report any relevant incidents to the Head of School.
- Maintain inventory of supplies; assist with ordering, when needed.
- Create engaging learning experiences.
- Perform other tasks and assume responsibilities as assigned by the Director of Extended Day or the Head of School.

Each assistant must have a clean background check. Ideally, assistants are certified in CPR and First Aid, but this is not required. Interested applicants should contact the Head of School, Michael Reardon, directly. Please include resume and any clearances, if possible, and send to: mreardon@themeadowbrookschool.org.