



## ***Job Announcement***

### **Substitute/Extended Day (Afterschool) Instructor**

Reports to: Special Programs Director

Job Status: Part Time

Posted: July 28, 2021

Start Date: September 01

#### **Overview of Position**

The San Francisco School seeks a talented, dedicated, and enthusiastic elementary substitute and/or Extended Day instructor to provide afterschool enrichment support for students. With direction from the Special Programs Director, this person will substitute in elementary school and/or plan, organize, and conduct social, recreational, and educational activities in the existing Extended Day program.

The ideal candidate must have a desire to work with children and parents/guardians; strong organizational and communication skills; strong self-motivation; and alignment with the mission of The San Francisco School. Candidates also interested in working as a substitute and summer camp should indicate that in their cover letter.

#### **Job Responsibilities**

- Supervise preschool, elementary, or middle school students Monday-Friday, 20-40 hours per week as a substitute or in our afterschool program
- Collaborate with the Special Programs Director to plan and implement engaging, age-appropriate activities for indoor and outdoor spaces.
- Maintain a safe and positive learning environment
- Foster positive relationships with parents, students, and school staff on a daily basis

#### **Qualifications and Experience**

- Bachelor's degree in education, recreation, child development, or related field preferred but not required.
- Experience working with children in a multicultural school setting (playing games, crafting, outdoor education, cooking with children an asset)
- Excellent reading, writing, and verbal communications in English
- Demonstrated ability to take initiative and to work passionately and joyfully with children
- Possess strong judgment, discretion, and problem solving skills
- Background check, fingerprint clearance and current TB skin test or TB clearance

#### **Compensation**

Salary commensurate with education and experience, ranging from \$20 - 25 per hour.

#### **About the School**

The San Francisco School is an independent school, pre-K through eighth grade, with a commitment to a multicultural and inclusive community. Suitably characterized by one parent as an "urban school with a village atmosphere," The School embraces San Francisco's ethnic, cultural, and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. Students learn to think like disciplinarians in a field, consider big and central ideas, and can find and develop their own passions. They graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

#### **To Apply**

Interested candidates may apply by sending [one single document \(pdf\) attached to email](#), containing resume, cover letter, references, and how you became aware of this position to [jobs@sfschool.org](mailto:jobs@sfschool.org).

*We are committed to increasing staff diversity, both to reflect the high value SFS places on multicultural understanding and for the direct benefit of each student.*