



Job Announcement (Revised)

Substitute/Extended Day (Afterschool) Instructor

Reports to: Special Programs Director

Job Status: Part Time

Posted: September 23, 2021

Start Date: October 01

Overview of Position

The San Francisco School seeks a talented, dedicated, and enthusiastic elementary substitute and/or Extended Day instructor to provide substitute support during the school day and 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 during 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. This position involves a lot of opportunities for self-direction and growth, and is ideal for someone interested in exploring and gaining more experience in the field of education and youth development. This program also oversees substituting and summer camp.

Job Responsibilities

- Supervise preschool, elementary, or middle school students Monday-Friday, 20-40 hours per week as a substitute or in our Extended Day program
- Collaborate with the Special Programs Director and Extended Day team to plan and implement engaging, age-appropriate activities for indoor and outdoor spaces
- Create and carry out a culturally responsive curriculum that celebrates the unique backgrounds of our diverse student body.
- Be a friend and mentor to students.
- Maintain a safe and positive learning environment, both emotionally and physically.
- 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 professional coursework/certification indicating training applicable to the responsibilities of the position
- Experience working passionately and joyfully with K-8th students in a multicultural school setting or summer program (specific desired experiences include: playing games, crafting, outdoor education, cooking with children)
- Excellent reading, writing, and verbal communications in English and interpersonal skills
- Demonstrated ability to take initiative and work collaboratively with diverse constituencies
- Possess strong judgment, discretion, resourcefulness, proactiveness and problem solving skills
- Background check, fingerprint clearance, current TB skin test or TB clearance, and proof of COVID vaccination
- Proven leadership abilities
- Willingness to be a team player and be flexible
- Organizational skill and the ability to multitask
- Knowledge of the essential role social-emotional literacy plays in the workplace and interest in its application in the educational setting
- Knowledge of identity safe anti-bias educational practices
- Strong understanding of technology with skills to help the school update its Extended Day program record-keeping and billing

Compensation

- Salary commensurate with education and experience, ranging from \$20 - 25 per hour.
- Medical and dental insurance if over 20 hours per week
- Lunch provided daily

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.

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.