

JOIN OUR TEAM

Come cultivate and celebrate the intellectual, imaginative, and humanitarian promise of each student

Special Programs Instructor - Middle School
Reports to: Director of Special Programs
Job Status: Part Time
Posted: July 25, 2023
Start Date: August 7, 2023

Overview of Position

The San Francisco School seeks a talented, dedicated, and enthusiastic educator to provide after-school enrichment support for Middle School students. With direction from the Director of Special Programs, this person will lead social and educational clubs and activities during the existing Extended Day program.

The ideal candidate must have a desire to work with middle school students; strong organizational and communication skills; strong self-motivation; and alignment with the mission of The San Francisco School. This position involves 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.

Job Responsibilities

- Supervise middle school students, Monday-Friday, 20+ hours per week as an instructor in our Extended Day program
- Collaborate with the Director of Special Programs and Extended Day team to plan and implement engaging, age-appropriate activities for indoor and outdoor spaces
- Lead MS Students and willingness to support community service activities
- Be a friend and mentor to students.
- Maintain a safe and positive learning environment, both emotionally and physically.
- Foster positive relationships with the community, including parents, staff, and Extended Day team

Qualifications and Experience

- Experience working passionately and joyfully with school-aged students in a multicultural school setting or summer program
- Excellent reading, writing, and verbal communication 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 skills 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
- Preferred but not required: Bachelor's degree in education, recreation, child development, or related professional coursework/certification indicating training applicable to the responsibilities of the position
- 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 \$22-28 per hour.
- Medical and dental insurance if over 20 hours per week

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.

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