

JOIN OUR TEAM

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

Extended Day Instructor

Job Status: Part-time

FLSA Classification: Non-exempt

Reports to: Laura Bridges Pereira, Director of Special Programs

Start Date: August 19, 2024

Hours: Monday - Friday, 2:45 - 6:00 pm

Compensation: \$22 - 28/hr commensurate with qualifications and experience

Position Overview

The San Francisco School seeks a talented, dedicated, and enthusiastic educator to provide after-school enrichment support for Elementary School students. With direction from the Director of Special Programs, this person will create activities, organize play, and oversee projects during the existing Extended Day program.

The ideal candidate must desire to work with elementary school students, have strong organizational and communication skills, be self-motivated, and align with the mission of The San Francisco School. This position involves opportunities for self-direction, leadership, and growth and is ideal for someone interested in exploring and gaining more experience in education and youth development.

Job Responsibilities

- Collaborate with the Director of Special Programs and Extended Day team to plan and implement engaging, age-appropriate activities for indoor and outdoor spaces
- Supervise elementary school students Monday - Friday, 20+ hours per week, as an instructor in our Extended Day program.
- 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 assist with record-keeping and billing

Benefits

Medical and dental insurance if over 20 hours per week

To Apply

Interested candidates may apply by sending a single document (pdf) with a letter of interest, resume, and two references to jobs@sfschool.org. Candidates may consider combining this position with other part-time offerings (e.g. athletics coach or admissions associate). Fingerprinting, background clearance, and TB testing required.