



JOB TITLE
Extended Day Staff
PART-TIME

CITY ACADEMY MISSION

Transforming children, families, and our community through exceptional education and bold expectations that empower children to overcome barriers.

SUMMARY OF POSITION

Highly motivated professional staff member with a passion for kids, ability to work collaboratively with families and colleagues and a natural desire to provide a caring environment for all.

Extended Day 3p-6p

- Reports to Extended Day and Summer Program Coordinator
- Leads students in STEAM, arts, crafts and other activities
- Actively engages with students at all times
- Ensures that students are on task and adhere to outlined schedules
- Positive, energetic, creative, organized and knows how to have fun with kids
- Salary \$13/hour

ORGANIZATION DETAILS

Reports To: Extended Day & Summer Programs Coordinator

Supervisory Responsibility: None

ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES

- Implement activities and day-to-day functions in accordance with schedule
- Log student attendance daily
- Maintain City Academy expectations during virtual classroom monitoring
- Report all health-related incidents/occurrences to Nurse
- Report all behavioral incidents/occurrences to Extended Day and Summer Program Coordinator

Support of Education Program

- Provide support and flexibility to students and teachers alike as we adapt to social distancing
- Remain in cohorts throughout the day/there will be no large group gatherings
- Promote healthy hygiene habits/intensify cleaning and disinfecting
- Wear masks
- Limit sharing

APPLICATION INFORMATION

Qualified candidates should submit cover letter and resume to:

Kimberli Wilson
Extended Day & Summer Programs Coordinator
kwilson@cityacademystl.org

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This position description should not be interpreted as all inclusive. It is intended to provide a summary of the job and job segments. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function due to a disability. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities of this job at any time.

City Academy is a drug free/smoke free workplace.

I have read and understand the above position description. I further understand and acknowledge that this position description supersedes all former versions and shall in all instances apply. I understand that my employment with City Academy is at will, meaning the Academy or I may terminate the employment relationship at any time, with or without notice and with or without cause.

Signature, Employee

Date

Signature, Extended Day & Summer Programs Coordinator

Date