



## SPRINGWOOD SCHOOL

### Extended Care Assistant

**Job Title:** Extended Care Assistant

**Status:** Hourly; Exempt

**Date:** 8/18/2020

**Reports to:** Extended Care Coordinator

#### School Overview

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Springwood School is a private K4-12 College, and Career Preparatory, Day and International Boarding school led by Christian Leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

#### Position Summary

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The Extended Care Assistant is responsible for assisting the coordinator in providing quality after school care to children K4-6<sup>th</sup> Grade. This position serves as a member of the school staff and reports to the Extended Care Coordinator.

#### Essential Functions

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The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Check students in and out
  - All students who enter the classroom must be checked in. The time is recorded when they arrive and also at check out when a parent or guardian arrives.
- Monitor students at all times.
  - Inside or Outside
  - One teacher should be present with students at all times.
- Assist students with homework.
- Assist with snack time, including clean up.
- Monitor students while using technology.
  - Make sure they are only playing approved games.
- Help ensure a safe classroom at all times.
- Assist with classroom clean up.
  - Vacuum and sweep regularly
  - Mop and clean bathrooms as needed
- Interact with students on an appropriate level
- Ensure the Primary Building is locked and the alarm is set when Coordinator is absent.

#### Interpersonal Skills

- Possesses the self-awareness to establish and maintain collaborative, cooperative, and effective working relationships with students, co-workers, and parents.
- Possess the appropriate self-confidence to deal with a fluid environment positively and effectively.

- Possess a strong work ethic that reflects professionalism, respect, and dependability.

**Intellectual Acumen**

- Demonstrates initiative and aptitude for learning complex concepts.
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in.
- Fully embrace 21<sup>st</sup> century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities.

**Planning Skills**

- Organize personal time and resources to carry out assigned professional responsibilities.
- Informs Coordinator in advance of absence with as much time as possible.

**Qualifications**

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**Education**

- A High School Diploma.

**Experience**

- 3+ years' experience in childcare environment preferred.
- Previous experience in a private school environment preferred.

**Skills and Knowledge**

- Excellent professional, organizational, verbal, and written communication skills
- The ability to successfully multi-task and function in a fast-paced school environment

**Other****Key Relationships**

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**Internal**

- Extended Care Coordinator
- Elementary Coordinator (Brandi Drake)
- Director of Academics

**External**

- Parents

**Physical Requirements**

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In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

**Additional Responsibilities**

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The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

**For More Information**

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Please visit our Springwood School Careers page at <https://www.springwoodschool.com/careers>

Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School  
[headofschool@springwoodschool.com](mailto:headofschool@springwoodschool.com).