



THE NEW SCHOOL

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K-8 Grade Extended Day Staff

Description:

The K-8 Grade Extended Day Staff is responsible for supervising students after school in a small group setting, working with other Extended Day Staff to provide a safe, enjoyable atmosphere for students from 3:15 until 5:30.

Responsibilities:

- Build positive relationships with students
- Show respect toward students and encourage respectful interactions
- Serve as role model for students; encourage and support students
- Maintain confidentiality concerning students, parents, and school personnel

Duties:

- Supervise and interact with students
- Manage materials and equipment while maintaining clean areas.
- Perform health and first aid duties as required
- Greet and assist parents during pick up
- Other duties as assigned

Qualifications:

- Must be at least 18 years' old, with GED or High School diploma
- Work cooperatively with others
- Communicate effectively

How to apply:

Interested applicants should submit via email a letter of interest, current resume, list of references to jobs@thenewschool.org or online at www.thenewschool.org/about/career-opportunities .

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