



EXTENDED PROGRAMS ASSISTANT POSITION

St. Michael's Episcopal School, Richmond's oldest independent school south of the James River, seeks a qualified part-time Program Assistant in Extended Programs for the 2017-2018 academic year. This is a ten month position reporting to the Director, beginning immediately.

The Assistant's primary responsibilities will be as follows:

- Assist the Director of Extended Programs in delivering a program that serves the School's mission and meets state regulations pertaining to child care and extended day centers, including those for religiously exempt schools.
- Assist in managing the School's extended programs for students K-5 in a manner that ensures students are happy, healthy, and actively engaged. This program includes after-school care (3pm-6pm).
- Facilitate after-school enrichment programs.
- Communicate effectively with students' families and faculty regarding program details and individual student needs.
- Ensure accurate tracking and reporting of student attendance for billing purposes.

The ideal candidate will have...

- a love of working with children and those who work with children;
- a minimum of 5 years of experience as a teacher/caregiver/counselor in extended day, after-school, and/or summer program;
- a clear understanding of best practices in the area of extended/auxiliary school programs;
- an educational philosophy which places students at the center of the learning process, fostering students' curiosity, love of learning, and character development;
- the skills and experience necessary to effectively manage student needs;
- work actively to perpetuate an inclusive learning environment and support a school community grounded in empathy, social responsibility, and appreciation and respect for individual differences; and
- a bachelor's degree in education or a related field is preferred, but not required.

St. Michael's is a K-8 co-educational community small enough (approx. 375 students and faculty of 35) for adults and children to know one another, but large enough to provide exciting opportunities in the arts, sports, clubs and robotics. The Lower School (K-5), which serves approximately 240 students, is located on the fourteen-acre Bon Air campus. The Middle School (6-8), which serves approximately 135 students, is located on the nearby 70-acre Singleton campus. St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving our mission and thus the School considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

Candidates should forward a cover letter, resume, and educational philosophy to asteele@stmschool.net