



PART-TIME EXTENDED DAY TEACHER POSITION

St. Michael's Episcopal School seeks qualified part-time Extended Day Teacher in the Extended Programs department for the remainder of the 2025-2026 academic year (late August-early June). These positions report to the Director of Extended Programs, with options for longer-term employment.

Candidates should forward a cover letter, resume, and short educational philosophy to nreed@stmschool.net. Please use EXTENDED DAY JOB CANDIDATE in the subject line.

The 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.
- Provide an environment for students K-8 that ensures students are happy, healthy, and actively engaged before or after the school day has ended.
- Plan and facilitate outside-of-school time enrichment activities for students.
- Communicate effectively with students' families and faculty regarding program details and individual student needs.
- Oversee homework and other school day assignments to ensure completion.
- Ensure accurate tracking and reporting of student attendance for billing purposes.

The ideal candidate will have...

- a CPR/First Aid Certification or willingness to obtain;
- a knowledge of SEL or willingness to obtain;
- a love of working with children and those who work with children;
- a minimum of 2-5 years of experience as a teacher/caregiver/counselor in extended day, after-school, and/or summer program; (nanny experience in a private household applicable)
- a clear understanding of best practices in the area of extended/auxiliary school programs;
- an educational philosophy that places students at the center of the learning process, fostering students' curiosity, love of learning, and character development; (outdoor education experience preferred)
- a bachelor's degree in education or a related field is preferred, but not required.

Our Mission: *St. Michael's Episcopal School nurtures the spirit, ignites the mind, and celebrates childhood in a community of love, affirmation, and belonging that fosters educational excellence.* St M also actively instills the values of kindness, respect, acceptance, integrity, responsibility, resilience, and compassion. Located on a unique 70-acre campus, the K-8 co-educational community is small enough (400 students and 60+ faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Its student-teacher ratio is 10:1, and average class size is 18 to 19 students. Students hail from 27 different zip codes. Founded in 1957, 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 its mission and thus 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.