



PART-TIME EXTENDED DAY TEACHER

St. Michael's Episcopal School seeks a qualified **part-time Extended Day Teacher** to join the Extended Programs department for the 2026/2027 academic year. This position reports to the Director of Extended Programs.

Typical hours are approximately 2:00–6:15 p.m., Monday through Friday, with the specific schedule determined based on program needs and the candidate's availability. Occasional additional staffing may be needed for School Parent Night Out events, typically 2–3 evenings per school year.

Candidates should submit a cover letter, resume, and a brief educational philosophy to employment@stmschool.net. Please use “EXTENDED DAY JOB CANDIDATE” as the subject line.

Primary Responsibilities

The primary responsibilities of the Extended Day Teacher include:

- Support a positive, inclusive, and nurturing environment that reflects the values and mission of St. Michael's Episcopal School.
- Assist the Director of Extended Programs in delivering a program that supports the School's mission and complies with applicable state regulations pertaining to childcare and extended day programs, including regulations for religiously exempt schools.
- Provide a safe, welcoming, and engaging environment for K–8 students that supports their social, emotional, and physical well-being before and after the school day.
- Plan and facilitate age-appropriate enrichment activities and experiences for students during out-of-school time.
- Build positive relationships and communicate effectively with students, families, faculty, and staff regarding program details and individual student needs.
- Supervise homework and other school-day assignments, supporting students in completing their work independently.
- Maintain accurate student attendance records and assist with tracking and reporting attendance for billing and program purposes.
- Collaborate with other Extended Programs staff to ensure consistent supervision, communication, and care for students.



The Ideal Candidate Will Have

- Current CPR/First Aid certification or a willingness to obtain certification.
- Knowledge of social-emotional learning (SEL) practices or a willingness to learn.
- A genuine love of working with children and a collaborative spirit when working with colleagues and families.
- Previous experience as a teacher, caregiver, counselor, or similar professional in an extended day, after-school, summer, or youth program. Nanny experience in a private household may also be applicable.
- An understanding of best practices in extended-day, auxiliary, and out-of-school-time programming.
- An educational philosophy that places students at the center of the learning process and fosters curiosity, a love of learning, independence, and character development.
- Experience with outdoor education or outdoor programming is preferred.
- A bachelor's degree in education or a related field is preferred but not required.
- Provide occasional evening staffing support for School Parent Night Out events, typically 2–3 events per school year.

Compensation: \$16.00–\$22.50 per hour, based on relevant experience, qualifications, and responsibilities.

About St. Michael's Episcopal School

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. Michael's actively instills the values of **kindness, respect, acceptance, integrity, responsibility, resilience, and compassion** in our students.

Located on a unique 70-acre campus, St. Michael's is a K–8 coeducational community that is small enough—approximately 400 students and more than 60 faculty and staff—for everyone to know one another, while also being large enough to provide rich curricular and co-curricular opportunities. The student-teacher ratio is 10:1, with an average class size of 18–19 students. Students come from 27 different zip codes.

Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and is a member of the National Association of Independent Schools (NAIS).

St. Michael's values diversity as an important element of serving its mission and 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.