



## **After-School Enrichment Leader**

### **General Description**

Goodwater Montessori Charter School is seeking a dynamic, organized, and energetic candidate to support its After School Enrichment Program for the School Year.

Goodwater Montessori Public Charter School enrolls children ages 3-12, and the After School Enrichment Program (ASEP) offers students a safe place to play, be with friends and learn. The ASEP Leader will ensure that students are safely engaged in play and/or enrichment activities until parents arrive.

**School Year:** August-May

**Training and Professional Development:** TBD. Flexible Days & Hours

**Reports to:** Afterschool Enrichment Supervisor / School Programs Coordinator

**Hourly Rate:** Based on years of experience

**Hours:** Shifts between the hours of 3 pm - 6 pm; a maximum of 25 hours per week

### **Essential Knowledge and Skills**

- Experience working with children in a childcare or educational setting
- Possess excellent verbal skills
- Strong interpersonal skills
- Works well in a collaborative environment
- Bilingual

### **Major Duties and Responsibilities**

- Complete first-aid and CPR training.
- Complete criminal background check.
- Complete basic training in Montessori theory and practices.
- Responsible for the safety and supervision of children in indoor and outdoor environments.
- Follow prescribed procedures to log students' attendance and departures daily, as well as follow all safety protocols.
- Collaborate with team members in planning and implementing children's programs, including social interactions and themed programming.
- Assist in ensuring that the after-school program runs smoothly, adhering to the daily activity schedule, procedures, and safety regulations.
- Teach and interact with children positively and helpfully.
- Administer first-aid as needed.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.



- Communicate responsibly with parents as needed.
- Communicate to the supervisor verbally (and in writing if requested) any incidents affecting a child's well-being or program operations.
- Care for, maintain, and request needed supplies and equipment.
- Maintain school equipment and ensure all shared spaces are left tidy and ready for the next day.
- Straighten up the after-school environment after the children depart.
- Other duties as assigned.

#### **Education and Work Experience**

- High School Diploma
- Some college (Preferred)
- Previous Montessori knowledge and experience (preferred)
- Previous experience in preschool, elementary, and/or after-school care setting.

Go to <https://hros.websmartsolutions.org/S/Goodwater/Onboarding> to apply for this position.

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