



Gaston Day School is an independent, coeducational day school for 500 students in grades K-12.

This posting is for a part-time After School Care team member. The Gaston Day After School staff is responsible for the safety and well-being of students ranging from 3 to 12 years of age. This includes playground supervision, helping students with their homework, hands-on projects and activities, conducting read-alouds to students, and assisting with the dismissal of students at the end of the day. Candidates should plan to work Monday through Friday from 3:00pm to 5:30pm, with some flexibility in the scheduling. A competitive candidate will be reliable, hardworking, and detail oriented.

Broad responsibilities:

- Effectively take attendance and record participants to all activities.
- Utilize classroom management skills to create a safe environment for all students.
- Ability to plan and execute activities.
- Encourage students to interact with their peers, problem solve, and think critically.
- Assist with daily snacks and communication with parents.
- Build positive relationships with students, coworkers, and families.

Personal attributes:

- Exhibits organizational skills, self-motivation, punctuality, and collegiality.
- Exhibits willingness to receive and implement constructive criticism.
- Effectively works independently and in a team environment.
- Displays a good work ethic while paying attention to detail.
- Loves helping students find success

Reporting:

After School Care staff report to the After School Care Lead Staff Member and the Head of Lower School.

Experience and education requirements:

A high school diploma or GED equivalent is required, with some college experience preferred. Previous experience in an educational environment and/or previous experience working with children preferred. Before hiring, the candidate will undergo a background check through Gaston Day School.

Contact: To apply, please send your resume and cover letter to Shawn Desmond at sdesmond@gastonday.org

Gaston Day School is committed to increasing the racial, ethnic, and religious diversity of our faculty and staff. The School welcomes applicants who would bring additional dimensions to the school's teaching mission. In accordance with law, Gaston Day School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.