



Date Posted: 8/21/2020

Send resume to: pamela.giannantonio@standrewscds.net

Type of Employment: Full-Time:  Part-Time:  If part-time, # of hours per week 15-20

Job Title of Open Position: Extendend Day Program Aide

Salary: Commensurate upon experience/education

Employer: St. Andrew's Country Day School

Location Address: 1545 Sheridan Drive Kenmore, NY 14217

Employer website: <http://standrewscds.net/>

### **Job Description**

The successful candidate will enthusiastically educate the classroom of young children aged 3-4 years old while following the given curriculum.

#### Key functions:

- \*Think creatively, make good decisions and communicate effectively with others and work as part of a team.
- \*Work effectively in a variety of settings with multiple disruptions.
- \*Assists students, individually or in small groups, with homework assignments, social activities and physical activities (e.g. games, story time, crafts, etc.).
- \*Attends meetings with site Principal and/or After School Lead, After School staff meetings and training opportunities for the purpose of reviewing and coordinating after school activities, staying current on new procedures and addressing any concerns.
- \*Implements activities to engage students in physical activity, creativity, socialization and team building.
- \*Assist in the changing of clothes in response to accidents with little or no direction.
- \*Maintains clean and sanitized work area, classroom equipment, students' files/records, emergency cards, audio visual equipment, attendance.
- \*Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, library, etc.) while enforcing school rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment.
- \*Clerical functions may include: copying, correcting papers, form preparation, attendance, student intake, escorting students to parents, fielding or placing phone calls, etc.
- \*Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

**Qualifications: Degree Requirements/Experience**

- Must be 16 years of age or older (required)
- Job related experience (required)
- Faith Based individual (preferred)
- Clearances on all required background checks and VIRTUS training (required)
- Patience, compassion, and enthusiasm with children.
- References upon application

E.O.E.

How to

Apply:           By Mail    E-Mail    Fax  as above, no later than \_\_\_\_\_

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)