

## EMPLOYMENT OPPORTUNITY



A K-12 independent school

### SEQUOYAH SCHOOL K-8

**POSITION:** Daycare Staff

**REPORTS TO:** Director of Daycare and After-School Activities

### JOB SUMMARY

Sequoyah's after-school Daycare program supports students in continuing to explore and deepen their social connections, interests and play. Daycare staff's first priority is always student supervision through engagement in activities, games, arts & crafts, learning and play.

This is a part-time position: 20 hours per week, 2:30–6:30 p.m., Monday – Friday, and during daytime and evening meetings, special events, and teacher in-service days.

For the right candidate, there also may be substitute teaching opportunities at the school.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Daycare Staff members will:

- Provide supervision for students after school through support and play.
- Observe students' behavior and progress, and reflect with the group in weekly meetings.
- Be flexible and aware as we move through our day, being willing to flow as need arises, ensuring that all students are supervised at all times.
- Be willing to work special events, meetings, and full-day Daycare days.
- Perform other duties that may be assigned occasionally.
- Support the school's mission and culture, have good attendance, and be a positive team player

### REQUIRED QUALIFICATIONS

- Be responsible, on time, and 100% dependable
- LOTS of energy
- Passion for working with children
- Patience
- Creativity
- Skills/training in any or all of the following: physical activities, science, math, music and/or arts

### DESIRED EXPERTISE & EXPERIENCE

- Experience working with children 5-14 years of age
- Bilingual – English and Spanish speaking
- Bachelor's degree, or some post-secondary education

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits.

Interested candidates please send your resume and a cover letter detailing why you are interested and why you think you're a good fit for this school to:

Mason Kaye, Director of Daycare and Enrichment Programs, at [mkaye@sequoyahschool.org](mailto:mkaye@sequoyahschool.org)

For more information about Sequoyah School, please see our website at [k8.sequoyahschool.org](http://k8.sequoyahschool.org)