

# Breck School

## Position Description

**Title:** Extended Day Program Staff

**Reports to:** Director of Extended Day and Lower School Director

**Hours:** 3:00-6:00 PM, Monday through Friday

August 27, 2018-May 30, 2019 (on days school is in session)

### Primary Objective

The primary role of Extended Day Program Staff is to provide for the safety and well being of the Lower School students in the Extended Day Program.

### Responsibilities

- Create and facilitate an after school environment that is both safe and nurturing for Lower School students.
- Maintain a consistent attendance system to ensure the accountability of children in the Extended Day Program.
- Plan and implement developmentally appropriate activities that engage children after school.
- Support communication with Extended Day families through monthly calendars and regular updates.
- Demonstrate flexibility and responsibility in the role of Program Leader.
- Establish and maintain positive relationships among, students, parents and colleagues.

### Qualifications

1. Minimum of two years post-secondary education in a degree related field.
2. Experience working with young children.

### To apply

Send resume, letter of interest, and two letters of reference to:

Breck School, 123 Ottawa Ave. N., Golden Valley, MN 55422, Attn. HR

or e-mail to [katie.peterson@breckschool.org](mailto:katie.peterson@breckschool.org)

