



## ST. ELIZABETH'S SCHOOL

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### OVERVIEW

An intentionally inclusive school, [St. Elizabeth's School](#) seeks **Extended Day Program Staff** who are interested in and committed to equity, inclusion, and justice. People of color and members of other underrepresented groups are encouraged to apply. An Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

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### EXTENDED DAY STAFF [HOURLY]

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks **EXTENDED DAY PROGRAM STAFF** for the 2022-2023 school year. These positions are hourly (3:00-6:00 PM) and include some benefits. Pay is \$16.00 or more, depending on experience.

**Reports to:** Director of Extended Day

#### Job Summary

Extended Day Program Staff provide after-school care and programming from approximately 3:00 pm to 6:00 pm for up to 20 students, ages 5-14. A typical day in the Extended Day Program (EDP) includes time for homework, an after-school snack, play either outside or inside, and free time. EDP Staff are vital members of the school community and serve as role models and leaders. The primary responsibility of EDP Staff is to create a safe, fun, and caring environment in which students can continue their day at school. EDP Staff model the school's core values with colleagues, students, families, and the larger community.

#### Essential Duties and Responsibilities

- Actively engage and supervise EDP students, from 3:00 p.m. to 6:00 p.m. daily
- Keep sign-in/sign-out sheets accurate
- Plan and implement appropriate games and activities.
- Keep records of program plans.
- Record all injuries, incidents, and communications, and report any issues to Director
- Prepare and supervise snacks according to snack procedures
- To keep classroom/play areas clean and orderly
- Clean up and lock Extended Day areas at the end of each day according to closing procedures
- Attend annual health and safety training classes

## Qualification Requirements

- 18-years or older
- Passion for working with children
- Preferred: 1-2+ years' experience working in licensed programs. Relevant coursework, preferably in education, child development, etc.
- Excellent communication skills
- Ability to develop and use appropriate behavior management strategies
- Possess excellent organizational and time management skills
- Self-aware
- Committed to the mission and values of St. Elizabeth's School

## Benefits

Direct Deposit      Computer Purchase Program      Professional Development

## How to Apply:

To apply, please provide the following **by August 13**:

1. Cover letter addressed to Loree Lindsey, Director of Extended Day Program
2. Resume
3. List of three references with contact information

Email the above to: [llindsey@sesden.org](mailto:llindsey@sesden.org)

## Non-discrimination Statement

St. Elizabeth's is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.