

After School Instructor
Part Time at Environmental Charter School After School Program
Grades K-3

E-Day (Extended Day at Environmental Charter School) provides a safe and supportive environment for students to play, study, and engage while parents finish up their workdays. With after-school programs at both of our upper and lower schools, E-Day is dedicated to reflecting the school's mission by following the standards and goals established at ECS. E-Day is an inclusive model that nurtures and supports students of all abilities and from all backgrounds as we are an extension of a title 1 public school. E-Day's talented and dedicated instructors strive to enrich the program and provide positively memorable experiences for students through a variety of fun and educational activities following the high standard of both APOST and National Afterschool Association.

Responsibilities

- Form and maintain strong connections with families, ECS teachers, and ECS support services, and community support services through intentional and planned interactions
- Form and maintain professional relationships with supervisors, colleagues
- Communicate timely and effectively with E-Day leadership, families, and ECS community
- Maintain rosters, family data, and student support documents, in a timely manner with focus on detail
- Attends all mandatory trainings, professional development sessions, continuing education modules, and biweekly instructor meetings
- Committed to strong classroom and behavioral management both inside and outdoors
- Engage with students in small group activities including homework help, arts, and physical play
- Supervise and engage students during outdoor activities
- Aware of program timeline and adheres to established timelines
- Facilitate and create activities aligned to E-Day's enrichment programming
- Maintain a clean and organized work environment
- Embrace membership in the ECS community
- Participate in anti-bullying and positive behavior programs

Qualifications

- Previous experience working with school aged students in a program preferred
- Child development and or k-6 education coursework or degree preferred
- Experience with special needs students preferred
- Ability to stand for extended time, walk up to 2 miles, and comfort outside in all weather
- High School Degree or Equivalent
- Act 33/34, FBI clearances, Act 168 required for selected candidate
- Commitment to full year, and additional responsibilities outlined

Skills and Characteristics

- Extraordinary interpersonal skills and desire to work as a team player with parents, teachers and colleagues and an ability to create relationships and partner with parents
- Have a "whatever it takes" attitude to support the student's emotional, mental, and academic health
- Nimble and flexible thinker and open to an ever evolving workplace
- Able to troubleshoot and problem solve in the moment
- Self starter with follow through
- Effective mediation skills and ability to work through conflict with students, colleagues, and parents
- Promote and contribute to a healthy positive work culture
- Able to step out of comfort zone

- Desire to do your best work and to grow in your profession
- Competent with email, phone, and person to person communication
- Reliable and punctual
- Technology and google services knowledge a bonus
- Deep belief in the Environmental Charter School's philosophy and mission
- Strong accordance with ECS's guiding principles; catalyst, character, collaboration, commitment

Hours and Compensation

- Core Hours Monday through Friday from 3:00pm until 6:00pm
- Additional professional hours based on weekly needs i.e. PD, instructor meetings, Connection Sessions. 1 -3 hours per week.
- Stay N Plays (half day special programming 11am-4pm) Sept. 21, 2018, Dec. 7, 2018, Feb. 8, 2019.
- Start Date August 9, 2018 end date June 13, 2019
- Full Year Commitment
- \$14.36 an hour

ECS is an equal opportunity employer and encourages all qualified persons to apply.

Email you resume to kristan.abeshouse@ecspgh.org