



## HAMPSTEAD ACADEMY EXTENDED DAY TEACHER JOB DESCRIPTION

### **POSITION SUMMARY**

The Extended Day Teacher is responsible for supporting the academic, social-emotional and developmental growth of all children in their care. The individual in this position develops partnerships with the Head of School and other Extended Day staff. The Extended Day Teacher helps to execute weekly plans, assists with the preparation of materials, supports and implements developmentally-appropriate projects, games and activities, helps to maintain an engaging and safe environment and conducts supervision of students inside the classroom, in the library, and on the playground. The Extended Day Teacher also works collegially with other staff members of Hampstead Academy.

The work schedule is part time: Monday-Friday (2:45 PM - 5PM & subject to changes as needed).

- Creates consistent and timely documentation for projects/activities in Extended Day to inform curriculum development and learning
- Maintains daily communication with Head of School and Extended Day Teachers
- Attends all Extended Day meetings and trainings Preparation/Planning
- Serves as an active member of the Extended Day team by contributing ideas, plans and activities to the program
- Plans, organizes and implements quality small group activities in accordance with the program's mission and adheres to deadlines

### General duties/responsibilities:

- Demonstrates a solid understanding of, and ensures strict adherence to, School's policies and procedures.
- Maintains safety guidelines in relation to supervision and safety protocols
- Establishes, cooperates with and positively supports a developmentally appropriate environment that reflects student learning and growth
- Establishes, maintains and evaluates a physically and emotionally safe environment
- Demonstrates cultural competency and respect for students' backgrounds by incorporating the students' cultural, linguistic and familial values and beliefs into plans

and activities, in collaboration with the classroom teachers, other Extended Day Teachers and Head of School

- Conducts active supervision of, and engage with, students in the Classroom, the library, and on the playground
- Participates in ongoing in-service and educational development opportunities provided by the school/program and/or required by the Head of School
- Makes progress toward annually defined personal and professional goals
- Believes, actively supports and exemplifies the Hampstead Academy mission statement
- Demonstrates behavior consistent with HA values (Responsible, Honest, Positive, Mindful, Respectful, Caring, Grateful)
- Personally contributes to advancing the school's Strategic Plan and other priorities
- Personally contributes to advancing the Extended Day Program goals, objectives and priorities
- Exhibits high morale and enthusiasm about job and the direction and goals of school
- Demonstrates professionalism in terms of presentation, punctuality, courtesy, and discretion
- Maintains an acceptable record of attendance
- May occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

## **QUALIFICATIONS**

- Prior experience (or equivalent experience in a related field) working in a licensed child care facility
- Experience supporting and implementing age-appropriate educational activities
- Proven ability to interact with children, parents and staff in a positive and respectful manner
- Knowledge of developmental stages of children ages 3 - 13
- All necessary legal requirements for U.S. and NH employment within a school, including a fingerprinting and background check.
- Excellent verbal and written communication skills
- Communicates thoughts and opinions respectfully, compassionately, honestly and openly
- Accepts constructive criticism positively and is able to self-assess strengths and weaknesses
- Comfortable with technology use (must be familiar with using iPad)
- Good communication, problem solving, and priority setting skills as well as ability to maintain an overall positive and professional attitude/disposition
- Ability to make decisions on behalf of children and protect their well-being
- Ability to strictly maintain, manage and be trustworthy with confidential information
- Ability to actively and effectively work in a collegial, collaborative environment and establish rapport, support and trust with colleagues and supervisor, students and families
- Commitment to diversity, inclusion and equity
- Growth mindset, active sense of humor, warm personality

- Positive work ethic
- Ability to consistently treat adults and children with dignity and respect
- Ability to work both collaboratively and independently
- Exercises sound judgment
- Exercises initiative
- Ability to think constructively and anticipate and solve problems
- Ability to maintain high integrity in all situations
- Actively listens to others
- Supportive of decisions
- Flexibility with a variety of tasks
- Capable of complex assignments
- Ability to use positive language and model behaviors with children that help them learn and develop
- Ability to exhibit timeliness and meet deadlines
- Ability to follow tasks through to completion
- Ability to demonstrate quality and accuracy of work

#### **PHYSICAL REQUIREMENTS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the following are required:
- Ability to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl
- Ability to lift and carry up to 25 pounds and in case of emergency, a 40-pound child
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Ability to drive a motor vehicle, if required
- Effectively use equipment and materials

Hampstead Academy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.