



Gaston Day School is an independent, coeducational day school for 500 students in grades PreSchool through 12th.

This posting is for a part-time After School Lead Staff member. The Gaston Day after school staff is responsible for the safety and well-being of students ranging from 3 to 12 years of age. This includes helping students with their homework, hands-on activities, leading discussions with groups of students, conducting read-alouds to students, and assisting with the dismissal of students at the end of the day. Candidates should plan to work five days a week from 3:00pm to 6:00pm, with some flexibility in the scheduling. A competitive candidate will be reliable, hardworking, and detail oriented. Pay will range between \$20-\$25 per hour based on qualifications and experience.

Broad responsibilities:

- Oversee and manage a small number of afterschool team members.
- Effectively take attendance and record participants to all activities.
- Utilize classroom management skills to create a safe environment for all students.
- Ability to give clear directions and execute activities.
- Encourage students to interact with their peers, problem solve, and think critically.
- Assist with daily snacks and communication with parents.
- Build positive relationships with students, coworkers, and families.

Personal Attributes:

- Exhibits organizational skills, self-motivation, punctuality, and collegiality.
- Effectively works independently and in a team environment.
- Displays a good work ethic while paying attention to detail.
- Loves helping students find success

Reporting: All After School staff report to the Head of Lower School and the Extended Learning Coordinator.

Qualifications:

- Must be at least 18 years old.
- High School Diploma, GED, college experience preferred.
- Previous experience in an educational environment and/or previous experience working with children preferred.
- Ability to pass a background check.

Start Date: August 2024

Contact: To apply, please contact Stephen Stepp, Head of Lower and Middle School, at sstepp@gastoday.org.

Gaston Day School is committed to increasing our faculty and staff's racial, ethnic, and religious diversity. The School welcomes applicants who would bring additional dimensions to the school's teaching mission. In accordance with the law, Gaston Day School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.