

## **SOAR – After-school/Daycare Staff Person**

The after-school and daycare staff of SOAR (Student Opportunity for Academics and Recreation) reports directly to the Director of SOAR. This part-time position will assist in coordinating and directing student activities that supports the school mission and offers fun and enriching experiences for students.

### **Responsibilities:**

- Assist the Director and actively engage in program activities
- Provide supervision of students at all times
- Maintain room and equipment to ensure that the health and safety needs of the children are met and all health and safety issues are dealt with immediately and appropriately
- Employ positive techniques to guide student behavior and make sure students interact with each other in a positive and respectful manner
- Interact professionally with students, parents, staff, and visitors
- Supervise students' daily arrival and departures – ensure proper parent/guardian sign-out of children and keep accurate records regarding attendance
- Undergo training as required
- Be aware of all policies and follow same
- Be aware of child protection procedures and advise Director of any concerns
- Clean and tidy the facility to ensure a good standard of hygiene and to ensure the safe storage of equipment
- Maintain strict confidentiality
- Perform other reasonable and relevant duties as may be assigned from time to time

### **Essential Skills Required:**

- Enthusiastic, patient, friendly, and enjoys working with preschool and school aged children
- Works as a team member, demonstrates initiative, and is open to feedback
- Flexible, positive attitude
- Interacts well with children – shows kindness, warmth, and responsiveness to the needs of children
- Maintains high level of attendance – arriving on time
- CPR and first aid certified
- TB screening required
- Clean criminal record and background check

**As a condition of employment, newly-hired employees must obtain a fingerprint background clearance and furnish proof of identity and employment authorization status.**

**Sullins Academy does not discriminate on the basis of race, color, religion, national or ethnic origin, or any other legally protected status in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the School.**