



8/2024

## **After School Care Teacher – Part Time**

Upland Country Day School is a coeducational, non-sectarian day school serving approximately 200 students in Preschool through grade 9. Located in Kennett Square, PA, southwest of Philadelphia, Upland draws students from towns throughout Chester County and northern Delaware. For additional information, please visit our website at [www.uplandcds.org](http://www.uplandcds.org).

The School seeks to hire an enthusiastic educator to serve as an After School Care Teacher (Preschool through fifth grade). **The position hours are Monday through Friday from 3:00-5:30 (or until the last student has departed) while school is in session.**

### **Responsibilities:**

- Maintain a safe and engaging environment.
- Supervises students in the care of the worker at all times, maintaining a consistent headcount of all children present in the program each day.
- Complies with security procedures, including attendance, pick-up, and emergency procedures to ensure the children's safety
- Work in a team environment and encourages open communication regarding concerns/issues with children, parents, and co-workers.
- Ensures that all staff and children are respectful of school property; ensures all school rules are followed.
- Prepares program materials
- Meets staff clearances
- Demonstrates professionalism in conduct, demeanor, and work habits
- Support clear communication with colleagues, administrators, and parents regarding any student or classroom issues.

### **Additional Responsibilities**

- Covering classes for colleagues when necessary.
- Actively participate in all in-service and orientation days.
- Experience or interest in coaching (field hockey, soccer, ice hockey, lacrosse) is highly desirable.

### **Minimum requirements**

- Experience working with early elementary school students (Preschool through fifth grade)
- Clearances (current or completed during hiring), including: Act 34 - PA State Police Criminal Record Check; Act 114 - FBI Report and Fingerprinting; Act 151 - PA Child Abuse History Clearance

### **Additional Skills:**

Although not a requirement, additional consideration will be given to candidates who would also be willing to coach either field hockey, soccer, ice hockey or lacrosse at the middle-school level or maintain responsibility for another extracurricular student activity.

### **Compensation and Benefits:**



This is a full-time position offering a competitive salary commensurate with experience and a benefits package including: medical and dental insurance; tuition remission; professional development opportunities; and an employer-matched retirement plan.

**Nondiscrimination Policy Statement:**

It is the policy and commitment of Upland Country Day School that it does not discriminate based on race, age, color, sex, national origin, physical or mental disability or religion.

**Equal Employment Opportunity:**

Upland County Day School is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability or religion or otherwise as may be prohibited by federal and state law. Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Upland Country Day School has been discriminated against, is strongly encouraged to report this concern promptly to the Head of School.

**Discriminatory Harassment:**

Harassment or intimidation of a staff member because of that person's race, age, color, sex, national origin, physical or mental disability or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul, or threatening language or behavior. Upland County Day School is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers, or agency clients. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should be immediately reported to the Head of School or immediate supervisor and, if substantiated, prompt action will be taken.

Interested applicants should submit a cover letter and resume to [careers@uplandcds.org](mailto:careers@uplandcds.org)