



## JOB DESCRIPTION

Position: **AfterCare Teacher**  
Reports to: Auxiliary Programs Manager  
FTE: Hourly  
Start Date: August 23, 2021 (or prior to the start of school)

Friends School Boulder is a progressive, co-educational, preschool-8, day school serving students from the Boulder area. Friends offers a challenging curriculum guided by strong values of collaboration and creativity; mindfulness and social and emotional learning; cross-curricular and project-based instruction; and diversity, social justice and service learning. Faculty and staff are highly engaged and enjoy flexibility, autonomy, and a collaborative working environment.

Friends seeks **AfterCare Teachers** for our AfterCare program that provides after school care for up to 30 students, ages 5-12. It begins after the regular school day and ends promptly at 5:30 PM. Time in AfterCare is structured with an after school snack, playtime either outdoors or in the Great Room, and a choice time. The AfterCare Teacher supervises students in the AfterCare program and performs the following duties:

- AfterCare hours: Monday-Thursday 3:00-5:30pm, Fridays 1:00 - 5:30 pm.
- Report for duty hours: Monday-Thursday 2:45pm, Friday 12:45pm
- Prepare attendance sheets for classroom teachers
- Take attendance every 1/2 hour
- Plan and implement appropriate games and activities
- Keep attendance sheets accurate and current
- Prepare and supervise snack according to snack procedures
- Record billing in database
- Keep Director notified of problems and concerns occurring during AC
- Clean up and lock all AC areas at the end of each day according to written closing procedures
- Attend annual health training classes. AfterCare teachers must have current training in CPR/AED, First Aid, and Universal Precautions.
- Candidates must be able to pass a background check and meet the physical requirements of the position.

**Compensation:** \$15/hr.

**How to Apply:** Please complete an [application](#) and email or call Ailish McAndrew at [amcandrew@friendsschoolboulder.org](mailto:amcandrew@friendsschoolboulder.org) or 303-499-1999 x250.

Friends School is an Equal Opportunity Employer.