



All Saints' Episcopal Day School, a 2K-6th grade, independent school in Florence, S.C. is seeking to hire after school teachers to work with children ages two years old through sixth grade in our Aftercare Program. These are part-time positions with work hours from 2:30-6:00 P.M. and additional work days throughout the school year with flexible hours between 7:30 A.M. - 6:00 P.M.

The successful candidate will have:

- A minimum of a high school diploma
- A two-year degree in the field of Early Childhood or Child Development or a consummate amount of experience in a related field is preferable
- Experience working with toddlers and school-aged children
- Excellent verbal and written communication skills
- Ability to fulfill all physical aspects of the job, including but not limited to, lifting children, bending and participating in outdoor activities
- Current DSS certification or willingness to complete DSS certification requirements
- A sense of humor, compassion and a desire to work collaboratively

Duties and Responsibilities:

- Ensures that appearance, cleanliness, and a safe environment are appropriately maintained.
- Completes classroom paperwork: for example, daily notes, student accident reports, tracking sheets.
- Assists students with homework as necessary.
- Attends and participates in staff meetings, school events, and parent meetings, as requested.
- Assists and supervises students during all activities.
- Monitors and reports behavior of students according to approved procedures.
- Implements effective daily after school lesson plans and schedule responsive to student's needs.
- Helps the Aftercare Director to develop, plan, and prepare instructional aids/materials for after school activities.
- Assists students' with meal/snack times, nap time, and clean-up.
- Ensures that all classroom and outdoor equipment is in good working condition and is used and maintained properly.
- Engages with parents positively and is responsive to their needs.
- Works cooperatively with the Aftercare Program Director, teachers, and families.
- Accepts temporary work assignments in the event regularly scheduled personnel is not available.
- Performs other similar or related duties as necessary.

Please reply immediately to be considered for this position. To apply, send resume to: Aleta Cole, Aftercare Director, acole@aseds.com.