



Company Profile: Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 75 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

Job Title:

Lower School – After Care

Contact:

jobs@montverde.org

Job Description: This position serves under the Dean and Assistant Dean of the Lower School. This position provides supervision for all students in the lower school after care program. This position is responsible for providing a safe and secure environment until a parent and/or guardian have picked up the students under their supervision. This position is part time and works from 3pm to 6pm.

Responsibilities:

- Students must be supervised at all times.
- Record students who will be attending after care.
- Record students coming to after care after attending an after-school activity (swimming, equestrian, music or an after-school club).
- When a student is picked up record time and signature of parent and/or guardian.
- Provide students with one snack after they have returned from the playground
 - PK – K 4:30 pm (approximately)
 - 1st – 5th 5:00 pm (approximately)
- Maintain appropriate behavior of students both on the playground and inside.
- Keep students grouped as described above.
- Students are responsible for cleaning their area of toys, games, etc.
- Students must clean their own area before leaving.
- Help students to gather all their belongings before leaving (backpacks, jackets, iPads, etc.)
- Return all snack items to their proper place in the workroom at the end of the day.
- Students are not allowed in the workroom.
- Younger students should be supervised when going to the bathroom.
- Older students should be sent to the bathroom or to get water with a friend. Students should not go anywhere alone.
- Any reoccurring inappropriate student behavior should be reported to administration immediately. Communication regarding student behavioral concerns to parents will be handled by administration.
- Report any emergency to administration or the AOD. In an emergency call 911 first if needed then contact school administration. Administration will contact parents.
- Fill out an incident report for any injuries that require more than a simple Band-Aid or ice.
- If a student has been hurt during aftercare but it is not serious, please make the parent and/or guardian aware when they are picked up.

Skills and Qualifications:

- Must be 18 years of age or older
- Previous experience working with children
- Proven success working collaboratively with students, faculty, staff, parents and community leaders
- Outstanding interpersonal skills
- Excellent oral and written communication skills.
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, etc.
- Detail oriented and resourceful
- Strong work ethic and high level of integrity
- Technologically savvy

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.