

EverAfter



EverAfter Associate Job Posting – July 1st, 2021

Start Date: August 9th, 2021

Weekly work time: Monday 1:00-6:00, Tuesday 1:45-6:00, Wednesday-Friday 2:30-6:00

Compensation: \$12.55/hour

Minimum Qualifications: Associate's degree, some teaching and/or child care experience. Preferred Qualifications: Bachelor's degree in education, recreation or related field; 2 or more years of child care experience in a school setting; strong supervisory, organizational and communication skills; basic computer skills; Any of the following are also desired: CPR, First Aid, or Wilderness First Responder (WFR) training, or willingness to drive a 15 passenger minibus (must have clean driving record).

Evergreen recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage employee applications from qualified individuals representing diverse social, ethnic, and racial groups.

Full Job Description:

Responsibilities:

EverAfter Associates spend most of their workdays on their feet, keeping up with and managing children in Kindergarten through 8th grade. EverAfter Associates are primarily responsible for student supervision. Each associate will also have one or more specialty areas to attend to, as well as daily cleaning and upkeep of space shared with other school activities. At times, communication with parents is also necessary. At the discretion of the program director, some EverAfter Associates also lead or assist in instructing of clubs or coaching of sports teams through the EverAfter Clubs and Sports program. EverAfter must also always have several staff members who are approved Evergreen bus drivers (15-passenger, bus-shaped van, no CDL required).

Maintaining a professional, clean, and welcoming climate

All EverAfter staff must always contribute to the climate of the program, with a mind for the perceptions of students, parents, community members, and coworkers.

Student Supervision

EverAfter Associates work under the guidance of the program director and attendance manager to maintain a safe, fun, caring, and disciplined environment for all students.

- Supervision teams - EverAfter Associates often work in teams of two or more to supervise a particular group. Teams must ensure that their group is monitored at all times, including being within eye- and ear-shot of all students.
- Engaging children – EverAfter Associates are expected to actively supervise by engaging children throughout each afternoon. Supervision teams work together to balance engaging individual children and groups with also being mindful of their entire group.
- Discipline - EverAfter Associates are the first line of discipline for students. With a goal of limiting discipline issues through active supervision and structure, associates work with the guidance of the program director to hold children to high standards of behavior with a zero tolerance policy towards violence and disrespect. Evergreen's discipline policies are in line with the philosophy of [*Positive Discipline*](#) (Jane Nelson, Ed.D)

Specialty Area Responsibilities

Specialty areas may include: maintaining and purchasing supplies, organizing and shopping for the snack program, scheduling for and driving 15 passenger buses to pick children up from other schools, attending to certain spaces in the school that the program uses, or any other set of duties specified by the program director.

Daily Staff Duties, Cleanup and Upkeep

For regular school days, daily work days begin at 1:00PM on Mondays, 1:45PM on Tuesdays, and 2:30PM on Wednesdays, Thursdays and Fridays. Work time on non-regular school days will be coordinated by the program director on a case-by-case basis. Some specialty areas may come with the expectation of working beyond these hours.

EverAfter work days often begin with staff meetings, especially on Tuesdays, for which timely attendance is necessary. At the end of each day, as the number of children present dwindles, all EverAfter staff pitch in to ensure that the spaces used by the program are cleaned up and ready for the next group that will use each space. Daily and weekly lists may be created and monitored by the program director or attendance manager, and all cleaning and upkeep must be done daily by 6PM.

Parent Communication

Most parent communication is done by the attendance manager. If and when parents want to come see their children with their groups, EverAfter Associates welcome them on an

individual level, giving positive feedback and/or communicating minor discipline issues if necessary.

Teaching clubs and sports

While many clubs and sports teams are instructed and coached by other Evergreen employees that are not part of the regular EverAfter crew, at times it is necessary to assign EverAfter staff to an instructing or assisting role in a club or sport in which they are comfortable and/or experienced. When a club instructor role requires extra preparation time, this time should be recorded on the employee's time sheet.

Other requirements of employees at Evergreen

EverAfter staff are employees of Evergreen Community Charter School, and as such are bound by the policies and responsibilities detailed in the Evergreen Staff Handbook. A few such responsibilities include:

- Check school email often, at least once every 2 days
- Keep up with timesheets daily throughout pay periods, and submit them when requested by either the program director or business manager.
- Request time off with as much notice as possible (at least three weeks for EverAfter, please!), and report necessary or unavoidable absences due to sickness or otherwise as early in the day as possible.
 - o *EverAfter tends to have much higher attendance on Mondays and Tuesdays than during the rest of the week. Planned absences on Mondays and Tuesdays should be avoided whenever possible.*

It is the policy of The Board of Directors of Evergreen Community Charter School not to discriminate in the hiring of employees on the basis of age, race, ethnicity, sexual orientation, gender, religion, or disability.

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Please send completed application for employment [from the ECCS website](#), and current resume, to james.wilson@evergreenccs.org