

The St. Paul's Schools have openings for before care and after care assistants in our Extended School Program (ESP) for the 2019-2020 school year.

### **School Summary**

The St. Paul's Schools is an independent, college-preparatory school located in Brooklandville, Maryland. With over 1,300 students from ages six months to grade 12, St. Paul's School and St. Paul's School for Girls share a 120-acre campus, an Episcopal affiliation, and more than 100 current families with children at both schools. The histories of the schools are deeply intertwined, and the school community is truly a family. Governed by one Board of Trustees and overseen by the President of The St. Paul's Schools, each school retains its distinctive identity, traditions and mission while operating as part of a highly coordinated and collaborative system.

A coordinated structure allows The St. Paul's Schools to make the most of its unique model, where boys and girls are taught together and separately at just the right times in their development. In this academically rigorous and nurturing environment, students benefit from a cohesive and sequential curriculum from preschool through grade 12, as well as access to a wide range of classes, facilities and activities across campus. The sharing of resources ensures the continued success of our schools in the highly competitive and ever-changing independent school landscape.

### **Position Summary**

In our extended school program (ESP), we are looking for assistants to work during before care and/or after care for the 2019-2020 school year. Before school hours are Monday – Wednesday and Friday from 7:30 - 8:00 am and Thursday from 7:30 – 8:30am. After school hours are Monday – Friday 3:30 - 5:30pm.

Responsibilities include, but are not limited to:

- Monitor and interact with students to keep students engaged in intellectual, creative, and physical activities
- Maintain a clean and organized environment for students
- Operate a variety of before/after school program supplies and equipment including athletic equipment, arts and crafts equipment, and office equipment as assigned

### **Key Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty adequately. The requirements listed below are representative of the knowledge, skill, and/or ability required. Candidate must be comfortable working with children grades Kindergarten through 4<sup>th</sup> grade and be organized, a great communicator and reliable.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. St. Paul's School for Girls is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our girls and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett at [sduckett@stpaulsmd.org](mailto:sduckett@stpaulsmd.org). We are an equal opportunity employer.