

Japhet School After School Care Supervisor Job Description

Japhet School's After School Care Program is held daily Monday through Friday on scheduled school days from 3:30 ~ 5:30 PM for students preschool through eighth grade. It is not a drop-in program, but for students who have been registered for the program. The program provides time for snack, homework, and play ~ both organized and free play ~ outdoors, in the gym, and other appropriate areas.

Duties and Responsibilities:

- Plans, prepares, and implements an after school program for multi-age children in a safe and nurturing environment
- Assigns After School Care Assistant duties
- Models and integrates character education into the program
- Maintains supplies and equipment necessary for the program
- Performs other duties assigned by the Head of School
- Supports Japhet School and its leadership
- Works cooperatively with faculty and staff
- Reports directly to the Head of School

Qualifications:

- Bachelor's degree preferred or equivalent experience working with children
- Strong communication skills: written, oral, and listening
- Commitment to the mission and philosophy of Japhet School
- Personal characteristics including integrity, initiative, reliability, and punctuality

To apply for this position, candidates should submit a cover letter and resume to:

Kerri G. Vizena, Head of School by mail or email

Mail: Japhet School, 839 S. Crooks Road, Clawson, MI 48017

Email: kerri.vizena@japhetschool.org