

PART-TIME EXTENDED CARE/AFTERSCHOOL PROGRAM TUTORS
FOR 2021-2022 SCHOOL YEAR (POSSIBLE FULL-TIME EMPLOYMENT ALSO)

Ecole Notre Dame des Victoires, a Catholic elementary school (Transitional Kindergarten - Grade 8) located in downtown San Francisco, seeks part-time tutors for its extended care/afterschool program for the 2021-2022 school year. There is a possibility for a full-time position; please inquire if interested.

Duties include, but are not limited to, the following:

- Lead/supervise indoor and outdoor academic and extracurricular activities for Transitional Kindergarten through 8th grade students
- Supervise homework and provide academic support as needed to students in all grades
- Maintain discipline
- Assist with preparing and serving snacks
- Attend staff meetings
- Provide other assistance in the implementation of the extended care/afterschool program as directed
- Perform other duties as assigned

Hours:

- Mondays: 2:00 p.m. to 6:00 p.m.
- Tuesdays to Fridays: 3:00 p.m. to 6:00 p.m.
- Fourth Monday of each month and other occasional dates, depending on the school calendar: 12:30 p.m. to 6:00 p.m.

Salary: Competitive compensation

Requirements:

- Experience working with school age children (ages 4 to 14 years old) in a similar setting (i.e., schools, childcare centers, camp programs)
- Able to provide academic support to students in all grades
- High school diploma or equivalent
- Have a positive positive attitude and be flexible
- Able to work well with adults and enjoy working with children
- Comfortable working in a Catholic school environment
- Current First Aid/CPR certification

Desired:

- Candidates plan to enter the field of education

Positions begin August 17, 2021. Please email cover letter, resume and contact information for references to Sarah Currier (Principal) at office@ndvsf.org.