



**Presidio Hill  
School**  
Since 1918

Presidio Hill School  
San Francisco, CA

Job Title: After School Teacher  
Status: Part-Time, Non-Exempt  
Start Date: ASAP

### School Description

Presidio Hill School is an independent, progressive school located in the Presidio Heights neighborhood of San Francisco. Established in 1918 by artist-educator-activists Helen Salz and Flora Arnstein, Presidio Hill School is the oldest continuously operating progressive school in California, with a mission and deep history connected to social justice. Our After School Teacher will have demonstrated passion and experience working with students and a school community that explicitly strives to be inclusive.

### Position Description

We strive for safe, fun, and inclusive play for all our students. The after-school program, known as Neighborhood, is open to Presidio Hill School students (TK-8<sup>th</sup> grade) from dismissal until 6:00 pm. We seek to create a safe and fun space where the students can spend their afternoons engaged in free play, social growth, academic time, and enrichment opportunities. General work hours are flexible and a schedule can be determined at the time of hire. Work hours will generally be between 8:00am-6:00pm Monday through Friday. PHS is willing to consider half days and schedules that are not necessarily Monday through Friday.

### Primary Responsibilities

- Supervise students in grades TK-8 in a safe, fun, and inclusive environment.
- Develop positive relationships with the students and serve as a role model.
- Demonstrate a commitment to multicultural education and toward creating a community full of belonging for all students.
- Plan fun games, activities and projects that encompass the arts, science, movement, and recreation
- Assist students with homework (Grades 3-5)
- Serve and monitor students' snack and ensure students clean up after snack time and activities

### Skills, Qualifications, and Experiences

- Experience working with diverse groups of children, ideally in a camp and classroom setting

- Energetic, creative, and responsible self-motivated team player
- Sincere interest in working with children
- Knowledge of indoor and outdoor activities
- Adaptable and organized
- Competent in Google Suites and Zoom
- Ability to support outdoor education, including extended class trips to and from the Presidio
- Ability to adhere to guidelines and recommendations from the CDC, CDPH, and SFHD
- Must complete a background check
- Up-to-Date COVID-19 vaccination

#### General Professional Responsibilities

Presidio Hill School is committed to hiring and retaining employees who are committed to the mission of the school and the professional expectations that stem from that mission: that commitment should be visible through all the employee's interactions with children, colleagues, supervisors, families, and community members. PHS employees are expected to be knowledgeable, prepared, and responsive, to strive for high standards of professional integrity and proficiency, to maintain positive and respectful communications and interactions with all members of the PHS community, and to ensure the health, safety, and well being of PHS students at all times. Employees should be strongly motivated to continually strive for best practices and to seek out appropriate professional development opportunities; PHS provides generous support for professional development. All PHS employees are expected to read and follow the policies and procedures as described in the Faculty/Staff Guidebook and the PHS Employee Handbook.

Presidio Hill School seeks a faculty and staff that reflect the broad range of diversity in the San Francisco Bay Area. We actively support equal opportunity for all people and encourage BIPOC and LGBTQ+ candidates to apply. Our school is strongly committed to learning about and promoting cultural competency in all interactions and programs.

Interested candidates should send a cover letter, résumé, and a list of two to three references and/or letters of reference via email (with *Yard Duty Supervisor & After School Teacher* in the subject line) to our recruitment group:

[recruitment@presidiohill.org](mailto:recruitment@presidiohill.org)