

**Presidio Hill School
San Francisco, CA**

Job Title: After-school Teacher/ Yard Duty Supervisor

Status: Full-Time, Non-exempt

Start Date: Immediate

School Description

Presidio Hill School is an independent, progressive school serving 220 students enrolled in transitional kindergarten to 8th grade.

Established in 1918, Presidio Hill School is the oldest continuously operating progressive school in California; we turned 100 during the 2017-2018 school year! In keeping with this heritage, Presidio Hill continues to offer its students a challenging, project-based curriculum that prepares them for the future by attending to their developmental needs and by equipping them with tools and skills to be agents of social change. Guided by a skilled and caring faculty, students learn to be confident and curious, to be creative problem solvers and independent, critical thinkers. Learning is collaborative and active.

Our vibrant, diverse, and supportive community allows students to explore their unique voices, traits, and talents; our emphasis on the importance of community and justice encourages students to develop self-awareness, personal character, resilience, and an understanding of their role as stewards of the planet and citizens of the world.

Position Description

We strive for safe, fun, and inclusive play for all our students. Each grade has two recess breaks and a lunch period during the school day. This is where the Yard Duty Supervision role comes into play. We are looking for someone who can work through behavioral management, redirecting students in the play yards, communicating to the classroom teacher about specific situations, and creating relationships with the students.

The after-school program, known as The Neighborhood, is open to Presidio Hill School students (TK-8th grade) from dismissal until 6pm. We seek to also 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 9:30-5:30pm Monday through Friday; 9:30-2pm applies to Yard Duty Supervision and 2-5:30pm would be the after-school program. We're seeking someone to join a team of 4, a director and three teachers, who make up the after-school staff/yard duty supervisors. In addition, there are some mandatory all day and evening childcare responsibilities.

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.

During the School Day:

- Monitor breaks and yard duties
- Supervise student lunches and distribute our school lunch program
- Ensure students are cleaning up the materials on the yards at the end of breaks
- Work in the library
- Communicate directly to classroom teachers and the Director of After School and Auxiliary Programs.

During the Neighborhood Program:

- Plan fun games, activities and projects that encompass the arts, science and recreation.
- Assist students with homework.
- Help prepare and cleanup snack and activities.
- Report to the After-School Enrichment Program (AEP) Director. The AEP Director may assign additional duties.

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.

Skills, Qualifications, and Experiences:

Energetic, creative, and responsible

Self-motivated, team player

Experience working with diverse groups of children, grades TK-8

Sincere interest in working with children

Knowledge of indoor and outdoor activities

Adaptable and organized

Must complete a background check

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 people of color 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 *After School Teacher/ Yard Duty Supervisor* in the subject line) to Kim Ying Walsh (Director of the After School and Auxiliary Programs):

ASPRecruitment@presidiohill.org