



**Presidio Hill
School**
Since 1918

Presidio Hill School
San Francisco, CA

Job Title: Yard Duty Supervisor & After School Teacher
Status: Full-Time, Non-Exempt
Start Date: August 8th, 2022

School Description

Presidio Hill School is an independent, progressive school located in the Presidio Heights neighborhood of San Francisco and serves a diverse population of approximately 220 students enrolled in transitional kindergarten to 8th grade, with a faculty and staff of approximately 45 people. The lower school, grades TK-5, has approximately 125 students and 20 faculty members. 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 Yard Duty Supervisor & After School Teacher will have demonstrated passion and experience working with students and a school community that explicitly strives to be inclusive.

Presidio Hill offers its students a challenging, project-based curriculum that attends to their intellectual and social-emotional needs and prepares them to be agents of positive 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 at PHS is collaborative and active. We place great value on the arts as both an academic discipline and an essential element of a meaningful life. Situated on the edge of the Presidio, our school takes full and frequent advantage of the park's 1,500 acres; whether they are studying science, art, social studies, or literature, our students experience the Presidio as a rich and vital "classroom."

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.

Presidio Hill School seeks a faculty and staff that reflects the broad range of diversity in the San Francisco Bay Area. Our school is strongly committed to promoting cultural competency in all interactions and programs. Invested in the growth, happiness, and

preparation of our teachers, we provide generous support for their professional development.

Position Description

We strive for safe, fun, and inclusive play for all our students. Each grade has recess and lunch periods during the school day. This is where the Yard Duty Supervision role comes into play. We are looking for someone who can create positive and supportive relationships with students, work through behavioral management, redirect students in the play yards, and communicate to the classroom teacher about specific situations.

The after-school program, known as Neighborhood, is open to Presidio Hill School students (TK-8th 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 may vary among the following shifts: 9:30-5:30 PM, 9:45-5:45 PM, and 10:00-6:00 PM Monday through Friday. The schedule during the school day (9:00 AM - 1:30 PM) applies to recess and lunch supervision (may apply to both on and off-campus) and the schedule during the after-school program (2:40 PM - 6:00 PM). In addition, there are also some 'camp' days which occur when school is not in session.

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.

During The School Day

- Support classroom teachers for recess and lunch breaks
- Supervise student lunches and distribute our school lunch program
- Potentially joining classes with other teachers as they work in the classroom or journey to the Presidio
- Ensure students are cleaning up the materials in the classroom and on the yards at the end of breaks
- Ensure students are following the safety rules and health guidelines
- Communicate directly to classroom teachers and the Director of After School and Auxiliary Programs

During The Neighborhood Program (Grades TK-2)

- Plan fun games, activities and projects that encompass the arts, science, movement, and recreation
- Plan and lead fun activities based on the daily theme
- Serve and monitor students snack
- Ensure students clean up after snack time and activities
- Report to the Director of After School & Auxiliary Programs. The Director may assign additional duties

During The Neighborhood Program (Grades 3-8)

- 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
- Ensure students clean up after snack time and activities
- Report to the Director of After School & Auxiliary Programs. The Director may assign additional duties

During Dragon Camp (Grades TK-5)

- Plan and lead fun activities based on the camp theme(s)
- Plan fun games, activities and projects that encompass the arts, science, movement, and recreation
- Supervise student snack and lunch
- Ensure students clean up after snack time and activities

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

- 2-3 years of 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

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 Kim Ying Walsh (Director of After School & Auxiliary Programs): ASPREcruitment@presidiohill.org.