

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Extended Day Group Leader for Lower School – Main Campus
DIVISION: Lower School Extended Day
REPORTS TO: Director of Extended Day & Summer Programs
FLSA: Part-time, Non-exempt
TERM: 10 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 800 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Nansemond-Suffolk Academy seeks to hire an Extended Day Group Leader for the after-school Extended Care Program (2:40 p.m. - 6:00 p.m.). Students enrolled in the Extended Day Programs are Pre-K – 8th Grade.

The position requires individuals with previous experience working with children who are positive, enthusiastic and possess a passion for working with young children. The Extended Day Program seeks to provide for children the same care they would receive at home, before or after school hours. Extended Day workers will be required to assist with child care on early dismissal, late start days and parent conference days as indicated in the school year calendar. We seek candidates who possess the following education, experience, capabilities and qualities:

Essential Functions:

- Supervise activities of assigned group from school dismissal time until children are picked up at the end of the day.
- Monitor completion of homework, providing assistance as necessary.
- Supervise outdoor playtime daily.
- Plan and supervise indoor activities as needed.
- Foster positive personal relationships among children in groups.
- Maintain current certification in CPR/First Aid/ AED; MAT certification is preferred as well.

Required Education/Background:

- Knowledge of best practices in the education and care of young children. Some college coursework in appropriate areas is preferred.
- Technology proficiency for checking and replying to email.
- 1-3 years of experience working with children is preferred.

Required Skills:

- Possess patience, compassion and kindness.
- Possess punctuality, flexibility, efficiency and accuracy.
- Establish recognizable rapport with children.
- Understand the mission of the school and focus on developing the whole child.
- Take initiative and be self-motivated.
- Understand the critical nature of building positive working relationships with students, parents and

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colleagues.

- Work collaboratively with other staff members.
- Attend monthly staff development training.
- Represent the school positively in the community.
- Excellent organizational skills and communication skills, both written and oral.

Qualified applicants shall submit a resume with references and a cover letter explaining their interest in and qualifications for this position to Amy Morrell, Executive Administrator, at amorrell@nsacademy.org, for further consideration.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.