JOB DESCRIPTION
After School Program Leader (Grades 5-8)

La Scuola International School is a vibrant Pre-K - 8th Grade international community with a focus on inquiry-based learning, creative expression and language immersion.

We are looking to hire a part-time After School Program Leader as part of our growing Middle School located in San Francisco's Mission District. We are seeking energetic, responsible and engaged individuals who are interested in facilitating a safe, fun, and collaborative environment with both children and co-instructors.

SUMMARY

The After School Program Leader reports to the Middle School Director and Director of Administration and is responsible for quality supervision that enriches the students intellectually, socially, emotionally, and physically. This person will maintain a safe and educational environment for children 5th through 8th grade. He or she will promote teamwork, communication and will embody the IB Learner Profile and the values and mission of La Scuola.

The position hours are Monday through Friday from 3:00pm-6:15pm, with a 2:30pm start-time on Tuesdays only.

Pay will depend on experience. This position also has the opportunity for career growth in the field of education.

DUTIES AND RESPONSIBILITIES

- Promote a safe and healthy environment based on safety standards set within the program.
- Demonstrate behavior that is professional, ethical, and responsible.
- Effectively manage and redirect any inappropriate student behaviors and implement the program discipline system to effectively monitor and guide proper student behavior.
- Communicate with staff, parents and teachers on discipline issues, if they should arise.
- Report any concerns and questions regarding the program (students, parents, equipment needs, supplies, other staff, volunteers, etc.) to the Middle School Director and Director of Administration.
MUST HAVE
● Experience working with children
● Excellent attendance and punctuality records
● High level of enthusiasm and positive attitude
● Problem solving, creativity and multi-tasking skills
● Ability to respond to incidents and emergency situations quickly and calmly

NICE TO HAVE
● Interest and willingness to share passions for cooking, music, sport or other recreational activities
● Fluency in another language (Italian or any other!)

LICENCES AND OTHER REQUIREMENTS
● Valid first aid and CPR certificate issued by the Red Cross within six months of employment
● Valid Driver’s License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance.
● Mandated child abuse reporting online training within two weeks of employment
● Sexual Harassment online training course completion

To be considered for the position, please apply with a letter of intent, a resume and a minimum of 3 references. Send all documents to hr@lascuolasf.org. More information about our school can be found here https://www.lascuolasf.org/.

Must be authorized to work in the U.S. Final candidate will need to pass Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical Exam and TB Test.

ABOUT US

La Scuola is San Francisco's first IB-PYP School and the first Reggio - IB Italian Immersion program in the world. We are currently implementing the IB Middle Years Program as a MYP candidate school.

Founded in San Francisco in 2002 as La Piccola Scuola Italiana, we have grown from a small playgroup of Italian-American and Italian families to a thriving International community of over 240 families from preschool through 8th grade (in the 2019-20 school year).

La Scuola International School will empower every student to maximise his/her unique potential within a friendly, supportive, and inspiring environment. Through innovative
education of the highest standard, the school will nurture lifelong learners prepared for
the challenges of a changing world.

NON-DISCRIMINATION POLICY

In order to provide equal employment and advancement opportunities to all individuals,
employment decisions at La Scuola will be based on merit, qualifications and abilities.
La Scuola does not discriminate on the basis of race, color, religion, sex, national origin,
age, ancestry, citizenship, sexual orientation, pregnancy, childbirth or related medical
condition, marital status, veteran status, gender identity, physical or mental disability
(actual or perceived), medical condition, genetic characteristics, political affiliation or
any other characteristic protected by state, federal or local law. This policy governs all
aspects of employment, including hiring, job assignment, compensation, discipline,
termination, layoff, promotion, transfer and access to benefits and training.