Extended Day Program Assistant - Lower School (Grade K to 5)

Posting Date:    July 25, 2019
Application Deadline: Open Until Filled
Start Date:      August 2019

About the School: Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students’ social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

Our Mission Statement: To inspire active, joyful learning while nurturing and challenging our students to develop the character, creativity, and skills to successfully navigate the future with confidence.

Summary: Support the program director of the extended day (afterschool) program for the Lower School. This is a part time position with the schedule of 2:45-6:00pm while school is in session.

Responsibilities:
▪ Create, supervise, and engage in indoor and outdoor activities with children;
▪ Support a welcoming, happy, and safe environment for all children;
▪ Practice respectful behavior management which promotes the development of children’s responsibility and self-regulation;
▪ Seek direction and assistance from the program director as necessary;
▪ Maintain safe, clean, and orderly program areas;
▪ Serve prepared snacks; and
▪ Represent Charles Wright Academy in a positive manner with all constituencies.

Qualifications:
▪ College experience/Associate Degree required; college degree preferred
Experience in childcare or with elementary school age children required;
Ability to take direction and work cooperatively;
Sense of humor, a passion for working with children and an ability to relate well to a variety of constituencies (faculty, parents and students);
Food worker card required; current First Aid and CPR certification preferred;
Familiarity with Google G-Suite for education and Mac hardware/systems is preferred; and
A commitment to diversity and inclusion with a strong sense of cultural competency is essential.
Personal qualities include the ability to inspire children, the capacity to work cooperatively with peers, and a joyful sense of humor.

Salary/Benefits:
Salary is competitive with other independent schools in the Pacific Northwest.

Application Process:
Interested candidates should send a letter of interest and resume to:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at the address above.

In-person application: Follow campus signs to “Upper School”, using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.
Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.