MIDDLE SCHOOL AFTER SCHOOL CARE ASSISTANT

Posting Date: October 7, 2019
Application Deadline: Open Until Filled
Start Date: As mutually agreeable

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.

Charles Wright 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:
The part-time After School Care Assistant will help the After School Care Lead monitor Middle School students (grades 6-8) who are on campus after 3:00 p.m. in a warm, caring, and consistent manner by establishing an environment that is respectful and conducive to study. Hours are 3:00 – 5:00 pm on school days.

Responsibilities:
- Keeping records of students’ arrival and pick-up;
- Overseeing study hall for students who are on campus from 3:30 to 5:00;
- Maintaining safety standards; and
- Communicating discipline problems, late pick-ups and other anomalies to the Middle School Director.
- Flexibility to remain beyond 5:00 p.m. when needed (in case of emergency or heavy attendance) is preferred.

Qualifications:
- First Aid and CPR certification preferred
- Ability to relate well to Middle School students and parents; and
- The ability to manage student behavior, a generous spirit, a good sense of humor, and sensitivity to the special needs of emerging adolescents.
- Familiarity with G-Mail and Mac hardware/systems is preferred.

Salary/Benefits:
Salary is competitive and dependent upon background, and breadth of experience. Benefits include paid sick leave and ability to participate in the school’s retirement plan, including an employer contribution once you meet eligibility.
Application Process:
If you are interested, please send:
1) a resume
2) a letter of interest

To CWA Human Resources via:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at 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 or inquiries, please.

Employment is contingent on the successful completion of a national background screening and fingerprinting process.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.