

## **After the Bell Program Leader**

For the 2022-23 school year, the Seven Hills School seeks dynamic, innovative individuals committed to teaching the whole child for an opening in our after school program, After the Bell, that serves students in Pre-Kindergarten (beginning at age 2) through 5th grade. Candidates should be eager to work in a collaborative, team-based environment with thoughtful, experienced colleagues who are committed to engaging teaching and learning.

The Program Leader is directly responsible for the planning and successful execution of daily activities and transition times for participants of a specific age. Compensation is based on years of experience.

### **Qualifications**

All candidates must have:

- A Bachelor's degree or an associates degree from an accredited college, preferably in early childhood education
- Two or more years experience working with children in a school or child care setting
- Experience in programming for children and planning developmentally appropriate activities

### **Qualities Sought**

- A joyful enthusiasm for working with children and helping them grow in positive ways
- Exceptional understanding of the developmental needs of children
- Experience in collaborating closely with colleagues and with parents
- Eagerness to immerse oneself fully in the life of the school
- Flexibility, energy, creativity, high expectations and a sense of humor

Candidates should send applications to Andi Guess, Administrative Assistant to the Head of School, The Seven Hills School, 5400 Red Bank Road, Cincinnati, Ohio 45227 [andi.guess@7hills.org](mailto:andi.guess@7hills.org) . Full applications should include a cover letter, resume, transcripts and letters of recommendation.

## Responsibilities Include:

- Ensuring a safe and orderly environment both in and out of the classroom.
- Participate and encourage positive participation of all students in daily activities and events.
- Develop daily lesson plans based on the resources provided by Director and Assistant Director.
- Organize materials and supplies needed for each activity.
- Lead organized activities for students to develop and strengthen their social, physical, and mental skills.
- Supervising children in all areas including within the classroom, and on outdoor play equipment.
- Inspect program areas and equipment for potential safety hazards; taking corrective action to prevent injuries.
- Interact professionally and appropriately with parents, teachers, and school staff.
- Comply with all Seven Hills policies and procedures.
- Attend staff meetings, trainings and other events as required by the program.
- Demonstrate the Seven Hills values:
  1. Striving for Excellence
  2. Respect for others and appreciation of diversity
  3. Kindness, caring, and compassion
  4. Honesty and integrity
  5. Fairness and justice
  6. Personal responsibility and accountability
  7. Commitment to community
- Attending all scheduled staff meetings and arriving promptly for shifts.
- Working Holiday Care hours as scheduled, either morning or afternoon shifts. These occur when school is out and child care is provided.

## Version 2

Want to join a fun, rewarding environment where children experience meaningful activities, outdoor play, and creative expression? After the Bell at the 7 Hill school is the after school program that children ask to stay for. We are looking for a dedicated educator to work from 3 to 6pm Monday through Friday, approximately 15 hours a week. This is the ideal position for a graduate student, education major, or anyone who loves working with children. At the 7 Hills School we pride ourselves in offering the best experience after school, so if you are looking for more than just child care, see the job description below. We offer competitive pay and a great opportunity to work in a school setting. The position could be at one of of two campuses, and could be with any of the following groups:

- PreK and Kindergarten
- 1st and 2nd grade
- 3rd, 4th and 5th grade

Job Description: The After the Bell **Program Leader** is directly responsible to the Director and Assistant Director of Enrichment. This position is responsible for the planning and successful execution of daily activities and transition times for the Encore Club participants.

### Qualifications Include:

- **Preferred bachelor degree or an associates degree in early childhood education or a related field.**
- **At least 2 years experience working with children in school or child care setting.**
- **Experience in programming for children, and planning developmentally appropriate activities.**