

**Job Posting: Part-time Extended Day Staff**

Job Description: Part-time Extended Day Staff to provide quality childcare for school-aged children in the Extended Day program at Louisville Collegiate School. Hours are 3-6 pm Monday through Friday - when school is in session.

**Qualifications:**

- Must be 18 years of age or older.
- Completed KY Early Care Orientation and 12 hours of early childhood professional development within the first year.
- Good physical health and have the physical ability to provide a safe environment for children.
- Satisfactory completion of TB test, Criminal Records Background Check, and Central Registry Check (Child Abuse and Neglect Screening).

**Duties and Responsibilities:**

- Assists the teacher in implementing daily and long-term instructional plans.
- Assist in overseeing the safety, good order, guidance, and discipline of students under his/her supervision.
- Assists in maintaining daily and long-term student records.
- Assists in completing students' assessments and in reporting to parents.
- Continues professional development and growth.
- Complies with all rules and regulations established as school policy including, but not limited to, those set forth in the Louisville Collegiate School Employee Handbook.
- Performs all other duties that are appropriate to his/her employment as determined by the school administration and its representatives.

Candidates interested in this position should email a cover letter and resume to John Miller at [jmiller2@louisvillecollegiate.org](mailto:jmiller2@louisvillecollegiate.org).