

## ROWLAND HALL – ST. MARK’S SCHOOL POSITION DESCRIPTION

**TITLE:** Extended Day Program Counselor

**REPORTS TO:** Extended Day Program Director and Assistant Director

### **PREFERRED QUALIFICATIONS:**

- Bachelors degree, or in the process of pursuing
- Flexible, caring, enthusiastic individual
- Strong leadership skills
- Prior work or teaching experience with children ages four through adolescence
- Ability to supervise large groups of children on a daily basis
- Organizational skills
- Excellent communication skills with children and peers
- Ability to deal with emergencies
- Some basic computer skills required

**JOB SUMMARY:** This position involves the direct supervision of children, maintaining a caring and consistent and enjoyable environment and communicating with all Extended Day Administrative Staff. This is a part-time position, Monday – Friday from 3:00 – 6:00 p.m.

### Responsibilities

#### Child Management Skills:

- Ensures a safe environment for all children-i.e. closely monitors what is going on and steps in when needed for reminders
- Involves self positively with children through games, art and general conversation while still maintaining an awareness of others in the room
- Flexible and adaptable to different ages of children
- Responds to the range of children’s feelings with acceptance and understanding and relates to children as individuals (i.e. addresses child by name, shows interests in child’s experiences)
- Aware of who arrives, when they leave, and with whom they leave
- Aware of student/staff ratios and relocates when necessary
- Closely supervises children during activities that are potentially dangerous-i.e. in the kitchen, on the monkey bars, etc.
- Encourages children to make choices and to become more responsible
- Gives positive attention to children when they cooperate, share, care for materials, or work on activities
- Sets appropriate limits, is firm when necessary, and does not use harsh discipline methods
- Encourages children to resolve their own conflicts, and steps in only if needed to discuss issues or work out a solution
- Assists appropriately for smoothest possible transitions-i.e. at check-in, during announcements, and coming in at the end of the day

### Communication Skills:

- Warm and friendly recognition as parents arrive and depart
- Recognizes when parents are having difficulties, i.e. with computer , finding their children, etc. and assists with patience, kindness and understanding
- Communicates to other staff important information and changes in activities, scheduling, problems, etc. Works well as a member of the team
- Informs Director of any difficulties, questions, or messages from parents, students, teachers, or other administrators
- Communicates with Director regarding any unusual events, schedules, or needs in a timely manner
- Addresses difficult situations with calm, appropriate attention

### Professionalism

- Familiarizes self with school policy, students and other staff
- Familiar with and follows our number one rule of respect for others and our environment
- Arrives on time consistently
- Communicates time off in a timely, appropriate manner
- Appropriate attire
- Consistently attends weekly staff meetings

### Duties

- Prepares snack as needed
- Plans, executes, and cleans up after art/sports and games
- Cleans up thoroughly after snack times, art times, and at the end of program
- Assumes responsibility for maintaining campus grounds in regard to Extended Day program materials or sharing building space

Rowland Hall-St. Mark's School does not discriminate on the basis of race, color, religion, sexual orientation, or national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, and athletic or other school-administered programs.