



SPES AFTER CARE ASSISTANT

The mission of St. Paul's Episcopal School (SPES) is to grow children spiritually, intellectually, socially, and physically by equipping them with the Gospel, a love of learning, a creative mind, a strong body, and a giving spirit.

SPES is committed to providing a loving environment in which young children can develop their God-given gifts. SPES builds life-long learners by exemplifying academic excellence in the Episcopal school tradition, while building good stewards of faith. Each child's spiritual, intellectual, social, emotional, and physical growth is nurtured through activities and behaviors that meets the highest standards of early childhood education and Christian formation.

RESPONSIBILITIES:

The After Care Specialist will execute the plan, curriculum and activities designed by the After Care Lead and is responsible for caring for the children in the program.

CLASSROOM

- Promote the best interests of each child within the context of the SPES Mission Statement.
- Assist the After Care Lead in implementing approved daily activities, learning materials, and equipment.
- Use a variety of materials/equipment such as books, arts and crafts, textiles, and in some cases, digital media which assist in developing a child's social/emotional and motor skills.
- Assist the After Care Lead the execution of day-to-day tasks, which may include taking direct and prompt instruction and/or feedback.
- Maintain organized and clean learning space(s).
- Ensure that school rules, policies and guidelines are adhered to.
- Model Christian values, behaviors, morals, and principles.
- Monitor children's interactions and nurture cooperation and sharing.
- Interact positively and look after each child to help them build social competencies and self-esteem.

PROFESSIONAL

- Demonstrate professionalism through punctuality, collaboration, organization, participation in meetings as needed, and maintain a respectful attitude in professional relationships.

- Communicate effectively with children, parents and colleagues in a professional and positive manner, maintaining confidentiality as appropriate.
- Adhere to all SPES policies outlined in the SPES Staff Handbook, DFPS Minimum Standards for Employees and Caregivers, and tenets of the Episcopal Diocese of Dallas Safeguarding God's Children program.

EDUCATION AND CERTIFICATIONS:

- High School diploma or equivalent is preferred.
- Bachelor's degree in education or similar relevant field is preferred.
- At least one (1) year of previous working experience as an Elementary Teacher is strongly preferred.
- Additional teaching and/or educational license/certificate is strongly preferred.
- Must be willing to perform a fingerprint-based Criminal History Check as conducted by the Department of Family and Protective Services (DFPS).
- Must enjoy working with children.
- Ability to be firm yet loving when correcting behavior.
- Creative and artistic teaching abilities.
- Great amount of patience and flexibility.
- Outstanding communication (both oral and written), interpersonal and leadership skills.
- Strong organizational, planning and implementation skills.
- Willingness to maintain a positive, friendly, and approachable attitude.