



## Extended Day Program (EDP) Teacher Job Description (12 ECE units)

**Reports to: Site Director**

**Exempt/Non-Exempt: Non-Exempt**

**Program/Department: K-8 Extended Day**

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### **POSITION SUMMARY/OVERVIEW**

Looking for dedicated, committed, and passionate individuals to join our team to work during the Extended Day Program. Staff are responsible for supporting students' academic and enrichment activities and social-emotional development. We work together as a team to run a successful extended day program for the Sausalito Marin City School District. Staff guide, counsel, and supervise school age children ranging from TK/Kindergarten - 8th grade students.

### **MINIMUM QUALIFICATIONS**

- 12 ECE units
- Experience working with children from diverse backgrounds age 4-13
- Ability to reliably commute to southern Marin County
- Commitment to educational equity
- Ability to work in a collaborative environment
- Available Monday through Friday during after-school program hours (approx. 2pm-6pm)
- Lead, participate, and engage in group activities with students

### **SKILLS + CERTIFICATIONS**

- Competent with G-Suite, Slack and other platforms
- Mandated Child Abuse Reporter Certified
- Live Scan & TB Clearance

### **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

- You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

### **RESPONSIBILITIES**

#### **Student Support and Guidance (60%)**

- Support the emotional well-being of the students
- Be a positive role model for students
- Work closely with program leaders and school site staff to track students progress
- Effectively utilize prep time to prepare for activities and classroom observation
- Lead fun and engaging activities

- Run check in process to start each afternoon
- Ability to collaboratively create supportive and fun learning environment with students and staff
- Responsible for maintaining a safe environment for students
- May provide daily homework assistance

**Family, Student and Staff Engagement (20%)**

- Communicate with families, teachers, school day staff and administration, volunteers and partners, based on direction from site coordinator and supervisor
- Keep families informed about program updates and events

**Site and Materials Management (10%)**

- Keep all spaces clean and safe, including PE and schoolwork equipment and any food services
- Set up and clean up any activities

**Event Planning and Support ( 10%)**

- Support special events
- Work occasionally on weekends with program participants and their families.

**MEASURED OUTCOMES**

- Student engagement
- Student attendance
- Student satisfaction
- Parent/caregiver satisfaction
- Environment is clean and safe

**WHY BTG**

We proudly aim to inspire and support the underserved students of Marin City and Southern Marin. Our students are primarily from low income families of color and attend schools in the Sausalito Marin City and Tam Union High School Districts.

Students come to us with many factors influencing their school success and level of self-efficacy. Many also face significant challenges and trauma associated with economic hardship and community marginalization. At Bridge the Gap, we strive to meet kids where they are, support them in the best way possible, and help them develop the tools they need to grow as students and individuals. **Find out more** details about student demographics.

Visit our website at [www.btgcollegeprep.org](http://www.btgcollegeprep.org).

**DISCLAIMER**

This job description is not meant to be all-inclusive. This job description is not a written or implied contract.

**ACKNOWLEDGEMENT**

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.