



EPIPHANY SCHOOL

Epiphany School, a private, non-sectarian, independent Pre-K-5 school, is currently seeking Extended Day Assistants. Extended Day Assistants are integral to our mission and have the pleasure of interacting with and teaching our students in an informal setting. We encourage our staff to utilize their own talents and passions through facilitating games, leading crafts, tutoring students, or even teaching an after school enrichment club.

You will work in one of the premier elementary schools in Seattle on a beautiful campus in a quiet setting with a rich history for attracting excellent students. Epiphany School faculty and staff enjoy generous benefits; a collaborative, dynamic work environment; and a uniquely well-funded professional development system that allows every employee to direct their own lifelong learning and career growth.

If you are a passionate educator looking to work in a collaborative teaching environment, we want to meet you!

What you will enjoy about this role:

- Organize, supervise, and interact with students during daily program activities that include helping with homework, playing games, supervising unstructured free play and crafting.
- Prepare and serve healthy snacks.
- Provide basic first aid when necessary. Training is provided.
- Communicate professionally with parents and families.

What you should have:

- Energetic, caring and love working with kids.
- Submit to a nation-wide criminal background check.
- Provide proof of a negative TB test administered within the past year.
- Possess excellent oral, written, and organizational skills.
- Able to maintain confidential and sensitive information.
- Work as a team member.
- Minimum of one-year experience working with children in grades K-5 preferred.
- CPR/First Aid certification preferred.
- Ability to remain calm and rational in the event of a crisis situation.
- Flexible/adaptable; able to readily 'switch gears' and handle changing circumstances.
- Must be able to climb stairs, stand for long periods of time, sit, stoop, and lift up to 20 pounds.

Hours and Compensation:

- During the school year, morning shifts are 6:45-8:30am, afternoon shifts are 2:45-6:00pm, Monday through Friday. A combination of these shifts are available.
- Preference is given to those who can work a regular schedule (i.e. every Monday and Wednesday afternoon). Additionally, we are open for full days and evening programs during school breaks and special events. The hours are usually 8:00am-6:00pm and/or 6:00pm-8:00pm. Shifts within these times are available occasionally. You can expect to work around 10-20 hours per week.
- Extended Day Assistants are part-time hourly employees paid \$16.00/hr. This includes paid training and paid sick time that is accrued at a rate of 1 hour of paid sick time for every 40 hours worked.

To apply:

Send Resume and Cover Letter to employment@epiphanyschool.org