Position/Title: After School at Laurel Supervised Play Room Assistant
Appointment: Part Time, August 2019 – June 2020
Reports To: After School Coordinator

Laurel School is seeking talented staff who want to join an environment where our students are first and staff strive to make a difference in their lives. We seek to attract culturally and academically diverse staff who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Summary:
The Supervised Play Room Assistant operates primarily in the Supervised Play and Homework classrooms, playground and Multi-Purpose Room, Monday-Friday, 3:15 – 5:50 p.m. After School at Laurel follows the school calendar and does not meet on school half-days and holidays and the last day of school. The Supervised Play Room Assistant works closely with the After School Coordinator to ensure a safe, nurturing, fun and efficient Supervised Play Room.

Duties and responsibilities include:
- Assist Supervised Play Room Monitor in monitoring students in the Supervised Play program.
- Display a positive attitude with students, co-workers, and parents.
- Actively engage students as directed by the Supervised Play Room Monitor.
- Assist with all group activities.
- Accompany students to and from classes when needed
- Assist students with homework.
- Assist in cleanup.
- Be in attendance Monday through Friday, 3:15-5:30 p.m., provide advance notice of absence when possible
- Assist in other duties as assigned

Required Qualifications:
The successful candidate must have experience in working with children. Experience working with children ages 18 mos. – 4 years is highly desirable.

Salary:
$9 per hour

To Apply:
Interested candidates should complete the After School Supervised Play Room Assistant application and turn it in to Ms. Ohmart’s faculty mailbox, or email it to tOhmart@LaurelSchool.org.
Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.

**Work Environment:**
Laurel School is a dynamic, forward-thinking, K-12 girls’ school, with a co-ed pre-primary division where every child is well known.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.
Application for Employment
After School at Laurel Supervised Play/Homework Room Assistant

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Day(s) available: M T W Th F

With which age group(s) would you be most interested in working?
Early Learners Pre school/Pre-K Primary School

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| REFERENCES | Provide names and phone numbers of three persons (not relatives) having knowledge of your character, experience, work habits and ability. Typically, you discuss in advance with your references if they would be willing to provide a reference for you. |
|-------------|
| Name | Telephone # | Email address | Relationship | Yrs. Known |
| | | | | |

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? __________ yes __________ no

Today’s Date: _______________
List all activities you can organize and teach (i.e., crafts, sports, music, cooking, drama, etc...):

List all activities in which you can assist:

List all current certifications:

_____ CPR  _____ First Aid  _____ Other (Please specify): _______________________

Date of expiration: __________________CPR  _________________First Aid

**On an attached page**, please write about **both** of the following questions:

1. Describe any experience you have had working with children (i.e. babysitting, church groups, volunteering, younger siblings or cousins). Specify the ages of the children and your relationship to them.
2. How can a well-run after school can make a difference in the life of a child?

The information provided in this Application for Employment is true, correct, and complete to the best of my knowledge and I understand that, if employed, any misstatement or omission of fact on this application may result in my dismissal.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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