



Afternoon Caretaker

The SAGA School is looking for a qualified individual to provide childcare to students in SAGA's afternoon program. The ideal candidate has experience in early childhood and is organized with strong communication skills. This is an hourly position with no benefits. Candidates must be willing to comply with SAGA's current COVID Health and Safety Protocols.

Position Responsibilities

- Create a safe, secure and comfortable caretaking environment using SAGA "house rules" as a guide
- Ability to work well with young children and good classroom management skills
- Encourage students to work together to resolve conflicts and problem-solve
- Establish a consistent afternoon routine taking into consideration the dynamics of the group
- Ability to maintain composure and an even tone in stressful situations
- Effectively communicate and collaborate with co-workers, parents, and students
- Manage the students appropriately following the school's policies and procedures

Qualifications

- Fluent in English. Knowledge of German a plus
- Background check required; Must be eligible to work in the US
- Bachelor's degree, preferred. STARS credentials a plus.
- Excellent communication and interpersonal skills when interacting with adults and students
- Ability to work independently
- Reliability and punctuality; ability to maintain confidentiality
- CPR/First-Aid certified for children and adults
- Positive work attitude at all times
- Proficient in Microsoft Word, Excel, email communication, and cloud services (i.e. Google Drive)

Working Conditions

- Position is based on working hours of 1:00pm - 5:30pm (3:00 - 5:30pm also a consideration), Monday - Friday.
- Employment is based on working on all instructional days from March through June 2021, with the possibility of summer work and work during school breaks
- Must have the flexibility to stay a little longer for clean-up, as required
- Must have the flexibility to accommodate evening and/or weekend communication, as required
- Perform related duties as assigned