



Extended Day Program Employee

Job Description

Position Type	Part Time
Hours	3:00 PM–5:30 PM, Monday through Friday
Reports To	Program Director / Head of School
Student Population	Kindergarten through Grade 8

Position Summary

The Extended Day Program Employee is responsible for providing a safe, structured, and engaging environment for students in kindergarten through Grade 8 outside of regular school hours. This position supports students academically and socially while maintaining high standards of supervision, professionalism, organization, and communication.

Essential Duties and Responsibilities

Student Supervision and Safety

- Provide active supervision to ensure student safety and well-being throughout the program.
- Maintain accurate daily attendance and monitor student arrival and dismissal procedures.
- Follow all school safety procedures and emergency protocols.
- Ensure students are released only to authorized guardians in a safe, organized, and timely manner.

Program Operations and Student Support

- Facilitate a smooth transition from school dismissal into the Extended Day Program each afternoon.
- Supervise and support a structured homework, reading, and quiet work period while maintaining a calm and focused environment.
- Provide appropriate academic assistance and encouragement to students during homework and independent work time.
- Distribute and supervise daily snack time in accordance with program expectations.
- Plan, organize, and supervise enrichment, recreational, outdoor, and open gym activities as appropriate.
- Guide students through end-of-day clean-up routines and help maintain orderly program spaces.

Behavior Management

- Implement consistent and fair behavior expectations aligned with school policies.
- Support students in developing self-regulation, cooperation, and conflict resolution skills.
- Communicate behavioral concerns to administration in a professional and timely manner.

Communication and Collaboration

- Maintain professional communication with families, classroom teachers, and school staff.



- Use the designated program phone number to manage parent communication related to dismissal and pick-up.
- Respond professionally to parent calls or texts during program hours and coordinate student dismissal efficiently.
- Collaborate with classroom teachers and administrators when needed to support student success.

Administrative and Organizational Duties

- Maintain accurate records, including attendance, arrival and dismissal times, and incident documentation as needed.
- Prepare, organize, and clean program spaces and materials each day.
- Monitor supplies and materials in the Extended Day Program area and keep them orderly and ready for use.
- Contact parents or guardians if a student has not been picked up by the end of the program day.
- Perform other duties as assigned based on program and school needs.

Qualifications and Requirements

- High school diploma required.
- Previous experience working with school-age children in a structured setting preferred.
- Ability to manage mixed-age groups effectively.
- All required clearances in accordance with state regulations.

Skills and Competencies

- Strong leadership and supervisory skills
- Professional communication
- Reliability and punctuality
- Flexibility and adaptability
- Commitment to student safety and well-being

This job description is intended to outline the general responsibilities and qualifications for the Extended Day Program Employee position. Duties may be modified based on program needs.