

## Job Opening After School Program Staff Member

### OVERVIEW

Emerson School is currently looking to hire staff members for the After School Program to begin in the fall. Responsibilities include: signing in students, planning craft activities, supervising students both inside and out, monitoring computer lab time, helping students problem solve and general conflict resolution. Assistance with homework is also part of this position. We're looking for great role models for elementary students.

Positions are available to work in our Lower School Program (K-5<sup>th</sup> graders) and our Middle School Program (6-8<sup>th</sup> graders). Applicants must be available to work from 2:30pm–6:00pm at least 2 days a week and up to five days a week. You must be available to arrive at work by 2:30pm. Experience with children is necessary and references are required. Reliable transportation is a must, as bus routes do not come out this far. Emerson School is located at 5425 Scio Church Road, Ann Arbor MI 48103. Starting pay is \$10/hour, paid in a monthly paycheck.

To apply, send an email to Carly Meloche, Director of After School and Summer Programs, at [cmeloche@emerson-school.org](mailto:cmeloche@emerson-school.org) stating:

- your experience working with children
- why you would be a good match for this position
- the days you're available to work from 2:30-6pm starting September 3, 2019
- your resume with references

### ABOUT EMERSON SCHOOL

Emerson School is an independent K-8 school for gifted and academically talented students located in Ann Arbor, Michigan, serving more than 370 students and employing over 70 faculty and staff. Our mission is to provide a whole child, multiple method approach to instruction for gifted and academically talented students. Emerson School encourages creativity, problem solving, and the development of basic skills, while providing a warm, supportive environment that promotes responsibility for oneself and others. The School is accredited by the Independent Schools Association of the Central States (ISACS) and is a member of the National Association of Independent Schools (NAIS).

#### An Equal Opportunity Employer

Emerson School is committed to equal employment opportunity and nondiscrimination in all aspects of employment, including recruitment, hiring selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. Employment-related decisions and access to programs administered under the auspices of Emerson School shall be made without regard to an applicant's or employee's race, color, national origin, ethnic origin, religion, gender, height, weight, marital status, disability, veteran status, age, sexual orientation, pregnancy (including childbirth or related medical conditions) or any other basis prohibited by federal, state or local law.