



# summit schools

brilliant beginnings, bright futures

## **After School Program Assistant**

We are looking for a passionate individual to create a place our students love to go to after school! Great experience for future teachers!

### **QUALIFICATIONS:**

- Ability to implement activities and projects for children PreK-6th grade.
- Relate well to adults and students of all ages.
- Ability to consistently follow discipline procedures.
- Computer skills to check email.
- Detail oriented.
- Enjoys children, has a passion to have fun, compassionate
- Ability to keep accurate daily records.
- Ability to administer minor first aid.
- Willingness to do light cleaning - vacuuming, wiping tables, straightening up, dusting, light window cleaning, taking out garbage.

### **JOB GOAL:**

Provide a well supervised, safe environment for after school care. Balance extended day activities between snacks, crafts, quiet activities, game time, recess, etc.

### **JOB CRITERIA:**

- Hours: 3:30-5:30 p.m. (or until all students are picked up) Monday through Friday when students are in attendance full days. Approximately 12.5 hours a week. There is potential for job-sharing if your class schedule does not allow for every afternoon. \$16.24/hour.

### **CONTACT INFORMATION:**

If interested, please contact April Bickford by email [april.bickford@summitschools.org](mailto:april.bickford@summitschools.org).

### **EMPLOYMENT DATES:**

August 23, 2024-May 22, 2025

## About Summit Schools, Inc.

Summit Schools is committed to preparing our students to work in an evolving, information-centered, global community of the 21st century. Enriching experiences, mindfulness and technology empower students to affect positive change in our world. Summit is the only private, independent, non-religiously affiliated PreKindergarten-middle school in Cedar Rapids, Iowa. We enjoy our unique position and are proud of the progress our students make individually and as a whole. Our students excel because of our high expectations, our multisensory approach to teaching and learning, and our attention to the individual needs and gifts of each child. Families select Summit Schools for their children because they value personalized education.

Visit [summitschools.org](http://summitschools.org) for more information.

*Summit Schools is committed to being an equal opportunity employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them.*