



**Job Title:** Extended Daycare Staff  
**Reports To:** Extended Daycare Director  
**FLSA Status:** Non-exempt  
**Salary:** \$21.25/hourly  
**Anticipated Start Date:** August 2024

## ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's is an independent PS-8 co-educational school enrolling approximately 430 students across the Denver metro area. We are an uplifting community that fosters a sense of belonging while providing a program where students can thrive academically, athletically, spiritually, artistically, emotionally, and socially. We build character and integrity upon a spiritual, moral and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society. St. Anne's graduates know themselves, care for others and strive to serve and improve their communities.

## MISSION

Grounded in our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

## VALUES

Community, Curiosity, Faith, Compassion, Humility

## POSITION DESCRIPTION

St. Anne's Episcopal School is pleased to announce an opening for additional part-time **Extended Day Staff** for the 2024-2025 school year. An ideal candidate should be flexible, be able to carry out activities in a positive, productive and professional manner, and be someone who has the ability to guide children academically, physically, socially, and emotionally.

The hours for the position are Monday - Friday from 3:00pm to 5:30pm. There are also additional full and half day opportunities during in-service and special school work days.

## OVERALL RESPONSIBILITIES AND EXPECTATIONS

- Remain onsite and be accessible during extended day hours and/or in-service and special school work days
- Ability to exercise appropriate, independent judgment calls
- Knowledge of State and local standards
- Knowledge of early child development and appropriate practices
- Ability to ensure a safe, loving, learning environment for children
- Ability to be a team player
- Build relationships with families and children
- Help children build positive relationships with each other



- Celebrate the unique needs, interests, and abilities of every child

#### IDEAL QUALIFICATIONS:

- CPR and First Aid Certification or willingness to obtain
- Prior experience working with children
- A compassionate and positive attitude

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability genetic information, veteran status or any other characteristic protected under federal, state or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions and privileges of employment.

#### SALARY RANGE & BENEFITS

\$ 21.25/hourly

This position does not meet the threshold for St. Anne's benefits.

Interested candidates can send their cover letter, resume and list of references to Rene Reynolds, Director of Human Resources, at [recruiting@st-annes.org](mailto:recruiting@st-annes.org).