



Position Opening: Extended Time Care Worker

Type: Part-Time Staff

Application Deadline: Open until filled

Start Date: August 2023

Maumee Valley Country Day School seeks a reliable, enthusiastic, and patient Extended Time Care Worker to help facilitate our before and after school programs.

Extended Time Care (ETC)

The extended time care program is an extension of Maumee Valley Country Day School's academic program. There are three divisions of ETC. Each serves the needs of children grouped into appropriate age levels. The program has organized, supervised activities specific to each area. We also offer outside clubs during the hours of 3:00-6:00 pm. The ETC staff will manage the activities for students not enrolled in clubs. They must know where all of the children are at all times and manage moving students to and from the proper location at the proper time throughout the working hours. All children will be logged in and out of the program on a daily basis. ETC staff interact with students, parents, faculty, and staff and must be able to communicate with our constituencies in an appropriate manner.

Key Responsibilities and Duties

We have openings in the following areas and employees must be able to move between the areas, as needed. For consistency's sake, we try to keep employees in a specific area. In addition to the above duties, the personnel in these areas will do the following:

- **Ages 3 years old through 1st grade ETC** - This area houses the youngest of our students. The candidate must be able to speak warmly with these children and manage them with respect and dignity, and supervise organized activities. The perfect candidate will know how to manage young children in a loving manner that fosters a safe, respectful environment and helps build confidence in our youngest learners, and **actively play** with the students.
- **1st through 4th grade ETC** - The candidate will carry out the organized activities created by the ETC group leader while constantly promoting an environment of safety and security for all learners and **actively play** with the students. All employees will help promote confidence in each of the students in attendance.
- **5th through 8th grade ETC** - The candidate will carry out the organized activities created by the ETC group leader while constantly promoting an environment of safety, security, and respect. The candidate will be able to help students with homework in the study room, **actively play** with the students outside or in the gym, and supervise computer use and playtime.

Skills and Competencies:

- Excellent organizational and communication skills

- Calm demeanor
- Ability to treat all people with respect
- Exceptional executive function skills

Credentials:

- Bachelor’s degree is desired so that the candidate can obtain a substitute license through the Ohio Department of Education in order to use our ETC personnel in the classroom if the need arises.
- Experience with young children desired.
- A love of children and learning.
- The state of Ohio **requires** several classes for licensing purposes. Candidates must be willing to take these online or in-person classes.

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

Equal Employment Opportunity

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, or veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

HOW TO APPLY:

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrEp33W>
2. Email your documents in PDF format to hr@mvcds.org.
 - a. Documents needed:
 - [MVCDS Application](#)
 - cover letter, resume
 - b. Please use the title of the position in the subject line of your email.

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child’s learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait](#)

[of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

We believe in collaboration, innovation, and the power of community.