



Falcon Club – Morning and/or Afternoon Assistant Job Description

Position Title: Falcon Club – Morning and/or Afternoon Assistants

Fredericksburg Academy Mission & Overview:

Mission: We inspire and empower our students to discover, to engage, and to imagine the limitless nature of themselves and the world.

Overview: Fredericksburg Academy (FA), located halfway between Richmond, VA and Washington, D.C., provides a rigorous, college-preparatory education in a nurturing environment to 375 students in prekindergarten through twelfth grade. Hallmarks of the Academy experience are individualized attention, unique opportunities outside of the classroom, and small class sizes. Founded in 1992, the Academy challenges each student to achieve academic excellence, to think critically and independently, to communicate effectively, and to act honorably. Our close-knit, supportive community of teachers, administrators, students and parents is welcoming and engaging.

Department Overview:

FA's Auxiliary Programs consist of CampFA, Talon Tutoring, Enrichment, and Falcon Club. Falcon Club is FA's Before- and After-school program and is a welcoming place for prekindergarten through eighth grade students to begin their school day and a place for continued learning after school. Every afternoon, students in Falcon Club will enjoy snack, time for homework, indoor recess, crafts, physical activities, reading, and engaging STEM-based activities. Falcon Club is open on all regular days of the school year. Before-school Care begins at 6:30 a.m. and runs until the school day begins at 8:30 a.m. After-school Care begins at the end of the school day, 3:30 p.m., and concludes at 6:30 p.m.

Position Description:

Falcon Club, is seeking a confident, creative, and energetic Morning and/or Afternoon Assistant to work Before-school Care from 6:15 a.m. to 8:30 a.m. and/or After-school Care from 3:00 p.m. to 6:30 p.m., Monday through Friday. The Morning and/or Afternoon Assistant should be positive, proactive, and caring while focusing on giving students a fun and safe experience. In addition, the Assistant should be responsible and organized. Falcon Club team members are able to refine classroom management skills in a welcoming educational environment. Opportunities to create and lead after school Enrichment classes are also available for qualified individuals. This position reports to the Director of Falcon Club.



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Job Duties:

- Support students as they participate in age-appropriate activities
- Work with other team members to plan and coordinate events/games
- Assist students with hands-on activities, labs, presentations, field trips, and experiments
- Ensure students are safe (properly hydrated, playing areas are free of hazards, etc.)
- Perform head-counts of students throughout the day
- Assigned duties for daily set-up and clean-up of the Falcon Club areas
- Communicate and interact appropriately and effectively with parents/guardians during drop-off and pick-up times
- Memorizing all emergency procedures and enforcing Falcon Club rules
- Monitor students to ensure compliance with Falcon Club rules and prevent accidents
- Reporting and recording details of incidents, such as accidents or rule violations, to parents, team members, and the Director
- Cleaning, maintaining and ensuring proper use of FA facilities and equipment
- Keep track of activity supplies throughout campus and convey ordering or repair needs to the Director
- Participating in staff meetings
- Work related travel: 1% (for off-site training programs)
- Other Falcon Club related duties as assigned

General Qualifications:

- Possess good English communication skills, both written and verbal (writing sample required)
- Ability to solve problems and handle issues of a complicated / complex nature and create solutions to problems before they are presented to management
- Use creativity and attention to detail while handling multiple tasks and meeting assigned deadlines
- Reliable, ability to be on time and prepared
- Ability to interpret policies and guidelines (with training)
- Possess essential computer skills including email, excel, word processing, and database management
- Ability to lift and move equipment and materials up to 50 pounds
- Be able to manage all personal care and mobility independently
- Must have a valid driver's license
- Must pass two Background Checks (OBI fingerprint & CPS background check)
- Enjoy working with students and contributing to a pleasant work environment
- Must be a self-starter and able to enhance FA's mission



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Position Qualifications:

- Must be at least 16 years of age
- Current First Aid and age appropriate CPR training (preferred)

Compensation:

- Hourly: based on experience and skill set

Additional Information:

- This position is: hourly
- Typical work schedule: Monday – Friday
 - Morning Assistant, 6:15 a.m. – 8:30 a.m.
 - Afternoon Assistant, 3:00 p.m. – 6:30 p.m.
- Location:
 - Fredericksburg Academy: 10800 Academy Dr. Fredericksburg, VA 22408
- Applications accepted until: positions filled
- Expected start date: August 17, 2020 (*negotiable*)

How to Apply:

- Via email
 - Please email the Director of Falcon Club, Todd Pristas at falconclub@fredericksburgacademy.org:
 - cover letter
 - resume
 - writing sample - please answer the following question:
 - How would you handle a situation where a 10 year old student told you that a six year old student had called them names and pushed them?
 - maximum length: 1 page
- Via mail
 - Submit your cover letter, resume, and writing sample to:
Fredericksburg Academy
Attn: Todd Pristas
10800 Academy Dr.
Fredericksburg, VA 22408
- *no phone calls please*

Confirmation of Job Qualifications:

I have the qualifications and am able to perform the essential functions of this job position.

Name

Date