



BROWNELL TALBOT

Extended Care Teacher

Job Type: Part-time after school (2:30 pm - 6:00 pm)

Hourly \$15.00-17.00 depending on experience

Our Mission

Brownell Talbot College Preparatory School: Every student. Every mind. Every heart. Known. Inspired. Challenged.

Our Vision

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

Brownell Talbot School Values

Compassion: We believe in considering the unique needs of others; we show compassion by seeking to understand with genuine care, and we build a sense of belonging for everyone.

Respect: We believe in treating everyone with dignity; we show respect by valuing ourselves and others through our words and actions, and by taking great pride in our school.

Responsibility: We believe we are capable; we show responsibility by meeting expectations, finding solutions, and giving our best to each other.

Integrity: We believe in doing the right thing; we show integrity by keeping commitments and telling the truth, even when it's not easy.

Our School

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by Cognia. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community.

General Position Description

- Provides the director of auxiliary programs with support by assisting students in a variety of tasks between the hours of 2:30 pm and 6:00 pm.
- Assists the director in the general supervision and management of a classroom.
- Supervises and ensures the safety and well-being of students at all times, being alert to the needs and concerns of the children as individuals and as a group.
- Assists with the planning and implementing of the daily program under the direction of the director.
- Follows a consistent schedule that includes small and large group experiences, choice time, music and movement, large and small motor activities skill developments, snack, and effective transition between activities.



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- Cooperates in a supportive role in preparing the learning environment, setting up centers, preparing needed materials and supplies, and carrying out developmentally appropriate activities designed to meet the physical, emotional, and developmental needs of the children in the classroom.
- Participates and engages with children in group and individual activities.
- Treats all children, parents, and staff with dignity and respect.
- Creates a classroom environment that promotes and reinforces parental involvement.
- Demonstrates initiative.
- Assists and completes general housekeeping tasks.
- Attends all staff meetings and recommended training programs and conferences.
- Completes all necessary training.
- Other duties as requested by the director.

Desired Skills & Qualifications

- High school diploma, G.E.D. certificate.
- One to two years of experience in organized group activities for children.
- Education or early childhood degree or in process of obtaining degree preferred.
- Knowledge of classroom management.
- Strong oral communication skills.

Personal Qualities

- Acts as a model of integrity.
- Possesses a growth mindset and a willingness to be creative.
- Understands and maintains professional boundaries between students, teachers, and staff.
- Respects confidentiality.
- Exercises patience and good listening skills.
- Is flexible and has the ability to work under pressure.
- Keeps a positive attitude.
- Works effectively with teams, while at the same time can work independently.
- Able to diplomatically solve problems and work with different constituencies.
- Is sensitive to cultural, gender, and economic diversity.

Work hours vary and may include some mandatory hours outside the afternoon schedule, **including days before the school year starts, in-service days, and days after the school year ends.**

Brownell Talbot will consider reasonable accommodation for individuals with disabilities to enable them to perform the essential functions and duties of this job.

Application process: Interested candidates complete the general application at brownell.edu/careers. Please submit the completed application, resume, and cover letter to careers@brownell.edu.