

## Job posting

The German International School Washington D.C. is looking for:

### Extended Care Coordinator

**Who we are:**

The German International School Washington D.C. is a leading international school in the Washington DC metro area. For over 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINTEC certified school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

<p><b>The Extended Care Program</b></p>	<p>The Extended Care Program builds upon the elementary school’s program and provides students with the opportunity to further develop their joy of learning in an entertaining, caring, and safe environment. The Extended Care program offers children a balanced blend of structured and unstructured time. This includes opportunities for relaxing, enjoying outdoor activities, completing homework, and learning in multi-grade level settings. The employee of the Extended Care program, together with the Extended Care team, is responsible for delivering a high-quality program for the students by implementing daily program tasks.</p>
<p><b>Start of position:</b></p>	<p>School year 2024/2025</p>
<p><b>More information:</b></p>	<ul style="list-style-type: none"> <li>• Compensation for this role is based on 15 teaching hours per week.</li> <li>• Working hours at school: 3:10 PM to 5:00 PM</li> </ul>
<p><b>Profile of requirements</b></p>	<p>The motivated and independent Extended Care Coordinator should have the following qualifications:</p> <ul style="list-style-type: none"> <li>• Familiarity with the elementary school program</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of child development principles and best practices in extended care programming</li> <li>• Previous experience working with children in a school or childcare setting</li> <li>• Demonstrates a willingness for innovation</li> <li>• Strong interpersonal skills and the ability to build positive relationships with students, parents, and colleagues</li> <li>• Intercultural competences</li> <li>• Ability to work collaboratively in a team environment and adapt to changing needs and priorities</li> <li>• Engagement and self-initiative</li> <li>• Fluency in German and English, with excellent verbal and written communication skills in both languages</li> <li>• Authorized to work for any employer in the US</li> </ul>
<p><b>Job Description</b></p>	<ul style="list-style-type: none"> <li>• Coordinate daily schedules and routines for extended care sessions, including arrival and departure procedures, snack time, homework assistance, and recreational activities.</li> <li>• Close collaboration and regular coordination with the school leadership team.</li> <li>• Joint planning and preparation of the Extended Care program as a team</li> <li>• Planning, preparation, and implementation of age-appropriate activities for students in grades SEL to 8.</li> <li>• Communicate effectively with students, parents, and staff members to provide updates on student progress, behavior, and any concerns or issues that may arise.</li> <li>• Maintain accurate attendance records and ensure compliance with all school policies and procedures related to extended care services.</li> <li>• Foster a positive and inclusive atmosphere where students feel valued, respected, and encouraged to participate in activities that promote personal growth and development.</li> <li>• Provide guidance and support to students with homework assignments and academic enrichment activities, as needed.</li> <li>• Stay informed about best practices in extended care services and participate in professional development opportunities to enhance skills and knowledge in the field.</li> <li>• Supervision of students in the Extended Care program</li> <li>• Preparation of healthy snacks</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain attendance records of students in the Extended Care program.</li> <li>• Assisting in the maintenance, cleaning, and tidying of assigned rooms</li> </ul>
<p><b>Benefits:</b></p>	<ul style="list-style-type: none"> <li>• Health, Dental and Vision Insurance</li> <li>• Personal Leave</li> <li>• Sick Leave</li> <li>• Paid Holidays</li> <li>• Employer paid Disability Insurance</li> <li>• Retirement Plan with generous employer match</li> </ul> <p>*Benefits may vary depending on employment status*</p>
<p><b>To Apply</b></p>	<p>Please submit your application to <a href="mailto:jobs@giswashington.org">jobs@giswashington.org</a></p>
	<p><i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i></p>