

Children's After School Experience (CASE) Lead

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

Program Description: The Columbus Academy Children's After School Experience (CASE) is a division of Columbus Academy Special Programs. It is a fee-based, independently funded after-school program offering experiential learning for children in preschool through eighth grade. The program is designed to provide a safe, positive transition between the school day and evening activities. The CASE program is available from 3:15 p.m. to 6:00 p.m., Monday through Friday, and offers working families a trusted childcare option. Two-, three-, four- and five-day registration options, as well as drop-in service, are available for families to accommodate scheduling needs. Themed activities, healthy afternoon snacks, quiet spaces for homework, and indoor/outdoor recess are just a few of the things that are a part of each student's experience while in our care.

Job Description: Our CASE staff consists of individuals looking for a unique opportunity to work with children in an after-school environment. Leads are responsible for welcoming, supervising and fostering a positive experience for students after school. Columbus Academy seeks a CASE lead with responsibilities beginning October 2019. Students are grouped in four divisions, each supported by dedicated staff throughout the afternoon schedule. In addition, CASE supervises students arriving and returning from after-school activities such as tutoring, orchestra and ASA (After School Activities) programs.

Qualifications (preferred candidates will possess the following qualifications):

- A strong desire to actively engage with children
- Previous experience which reflects effective collaboration with fellow employees
- A level of responsibility indicating the ability to ensure the safety and wellbeing of children
- Reflective and committed to a continuous process of self-improvement and lifelong learning
- Ability to collaborate with others and to creatively solve problems
- Enthusiasm, a positive sense of humor, self-confidence, and effective oral and written communication skills

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Active supervision of children
- Transitioning children to and from a rotating schedule of activities
- Engagement with children during snack, activities and outdoor play
- Planning and implementation of daily indoor and outdoor activities
- Holding children accountable for the school's standards of behavior
- Working with others in the school community to support each child's emotional well-being

Physical Conditions (candidates must be able to manage the following conditions):

- Mobility which the specific responsibilities of a lead role may require during active supervision of young children
- Visual, auditory and cognitive attentiveness needed to maintain safety of children at all times
- A non-smoking environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Alyssa King, Director of Special Programs at Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or kinga@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.