



ECHOES / After School Program Assistant

The ECHOES Assistant is responsible for the comprehensive range of learning activities that take place outside of the academic day and reports directly to the ECHOES Program Coordinator and the Head of School. The ECHOES Assistant will assist the Coordinator in providing a safe, nurturing, and connected transition between the school day and the extended school day.

The GreenMount School is a small independent school in Baltimore City with a student population of 110. Our mission is to provide a creative education for grades kindergarten through eighth – emphasizing multicultural, cooperative, and experiential learning supported by strong family participation.

The ECHOES program supports student academic, social, emotional, and physical health outside of the academic realm. Programming includes after school care for students in kindergarten through eighth grade, after-school enrichment clubs, and the organization

Essential Duties and Responsibilities

The Co-Curricular Program Assistant responsibilities include:

- Assisting in the coordination of the development, implementation, and ongoing management of the ECHOES program
- Contributing to school-wide strategic vision and, in particular, promote the co-curricular activities within the school community
- Establishing and maintaining communication with members of the school staff about student needs and aspects of the ECHOES program
- Developing and initiating engaging activities for students in K- 8th grades
- Assisting in the development of procedures and policies for the operation of the ECHOES program
- Assisting in maintaining inventories and records needed for program administration
- Performing other duties as assigned by the Coordinator and Head of School
- Supporting the school and its leadership

Required Qualifications

The ideal candidate will be energetic, creative, and articulate, with an entrepreneurial work ethic, and enjoys working with children. Previous experience in education and working with children is highly desirable. Previous experience in an independent school setting and an understanding of progressive education a plus. Qualifications also include:

- Dependable, timely, and well-developed organizational skills, including the ability to work to deadlines and the ability to plan for short-term and longer-term strategic outcomes
- Skilled at writing and creating curriculum and activities that complement that of the students' traditional school day.
- Exceptional problem-solving skills and the ability to mediate and resolve matters with parents, students, staff, and the broader community.

- Fully cognizant of the need to work outside normal school hours (afterschool, professional days, and other times) as required
- Outstanding communication skills, including written communication, are essential.
- Willingness to work hard and as part of a team for a common goal
- Genuine interest in serving The GreenMount School to help it be the best it can be

Working Conditions

Working conditions include activities inside and outside, sitting, standing, moving up and down from the floor, walking, light to heavy lifting, cleaning, and preparing, moving in time with students, and much creative play.

Hours and Salary

There are two part-time positions available: one position at 10-15 hours/week and the other up to 20 hours per week (between the hours of M-Th 2:30 pm to 6:30 pm and Friday 11:00 am to 6:00 pm) with occasional additional days including before and after school professional daycare hours beginning immediately. The salary range is \$12-\$17/hour depending on experience.

Application Process

Complete an application found on the school website, send the application along with a letter of interest, resume, and references (letters of recommendation or contact information for references) via email to:

Human Resources, The GreenMount School

HR@greenmountschool.org

The GreenMount School is an Equal Opportunity Employer and welcomes applications from qualified candidates regardless of age, race, color, sex/gender, national origin, citizenship status, religion, disability, sexual orientation, or any other protected status in accordance with the requirements of all federal, state, and local laws.