

JOIN OUR TEAM

Come cultivate and celebrate the intellectual, imaginative, and humanitarian promise of each student

Extended Day Instructor

Job Status: Part-time

FLSA Classification: Non-exempt

Reports to: Nina Palada, Director of Auxiliary Programs

Start Date: July 21, 2025

Hours: Monday - Friday, 2:45 - 6:00 pm

Compensation: \$26-30/hr commensurate with qualifications and experience

Position Overview

The San Francisco School seeks a talented, dedicated, and enthusiastic educator to provide after-school enrichment support for Elementary School students. With direction from the Director of Auxiliary Programs, this person will create activities, organize play, oversee projects, and assist with student check-in and dismissal during the existing Extended Day program.

The ideal candidate must have a desire to work with preschool, elementary school, and middle school students, strong organizational and communication skills, strong self-motivation, and alignment with the mission of The San Francisco School. This position involves opportunities for self-direction and growth and is ideal for someone interested in exploring and gaining more experience in the field of education and youth development.

Job Responsibilities

- Collaborate with the Director of Auxiliary Programs and the Extended Day team to plan and implement engaging, age-appropriate activities for indoor and outdoor spaces.
- Supervise students, Monday-Friday, 15+ hours per week as an instructor in our Extended Day program
- Be a friend and mentor to students.
- Maintain a safe and positive learning environment, both emotionally and physically.
- Foster positive relationships with the community, including parents, staff, and the Extended Day team.
- Support student attendance and dismissal procedures.

Qualifications and Experience

Required:

- GED or HS Diploma

The San Francisco School is an independent, non-profit, co-educational, day school with a commitment to academic excellence and a focus on the individual needs of each student. We are currently seeking a talented, dedicated, and enthusiastic educator to provide after-school enrichment support for Elementary School students. With direction from the Director of Auxiliary Programs, this person will create activities, organize play, oversee projects, and assist with student check-in and dismissal during the existing Extended Day program.

Preferred:

- Experience working passionately and joyfully with school-aged students in a multicultural school setting or summer program
- Excellent communication and interpersonal skills (ex. reading, writing, and verbal)
- Demonstrated ability to take initiative and work collaboratively with diverse groups
- Possess strong judgement, discretion, resourcefulness, proactiveness, and problem solving skills
- Proven leadership abilities
- Willingness to be a team player and be flexible
- Organizational skills and ability to multitask
- Knowledge of the essential role social-emotional literacy plays in the workplace and interest in its application in an educational setting
- Knowledge of identity safe anti-bias educational practices
- Higher education or degree in education, recreation, child development, or related professional coursework/certification indicating training applicable to the responsibilities of the positions
- Background check, fingerprint clearance, current TB skin test or TB clearance, and proof of COVID vaccination

To Apply

Interested candidates may apply by sending a single document (pdf) with a letter of interest, resume, and two references to jobs@sfschool.org. Candidates may consider combining this position with other part-time offerings (e.g. athletics coach or admissions associate). Fingerprinting, background clearance, and TB testing required.