



After School Programming Coordinator

About Yavneh Day School

Yavneh Day School is located in the heart of Silicon Valley and is part of the shared Levy Family Campus in beautiful Los Gatos, California. This vibrant location is a hub for Jewish cultural, recreational, philanthropic and educational activities and creates an engaging backdrop for our students and faculty.

Yavneh offers a progressive K-8 education with a collaborative approach to learning. We offer the highest level of academics, STEAM, music, integrated Jewish studies and Hebrew language curriculum within a warm, welcoming, and inclusive community. We are a U.S. Department of Education Exemplary High Performing National Blue Ribbon School and have been recognized for our dual language program. Our students' accomplishments have been recognized internationally by the World League Robotics Competition and Israeli writing competitions, as well as by the White House and the San Francisco Museum of Art. We are proud of our incredible teaching staff, several of whom have also been nationally recognized. You can even find a chapter about us in the book *What Schools Teach Us About Religious Life* by Daniel Heischman.

A Yavneh education is about fostering curiosity, encouraging risk taking, and ingraining a love of learning. At Yavneh, our students are inspired to achieve their full academic and personal potential while also engaging meaningfully in the world around them.

Job Summary:

Yavneh is poised for growth! We are currently recruiting for a passionate, collaborative, energetic and experienced individual to join our team and manage our after school programs (Ha'Moadon and After School Enrichment classes).

Responsibilities:

- Actively engage with students in a Kindergarten through 8th grade setting
- Ensure a safe and positive environment for all students
- Communicates issues that arise with parents and school administration so that further follow up can happen.
- Ensures the space is ready for students at the beginning of the shift and that the space is clean and tidy before leaving for the day
- Manage Ha'Moadon staff
- Trains new Ha'Moadon staff
- Coordinates staffing for Ha'Moadon and fills in as needed
- Inventory snacks for Ha'Moadon and After School Enrichment classes and sends order requests to the Director of Operations as needed

- Manage and approve work hours of Ha'Moadon and After School Enrichment class staff and send timesheets to the Finance Associate
- Communicate any class or schedule changes with After School Programming staff, Yavneh teachers and parents as needed
- Communicate with parents of children in after care and enrichment classes as needed
- Create program guide and registration each semester and provide to marketing department to publicize

Qualifications:

- Must be 18 years of age
- High School degree required- undergraduate preferred
- Experience working with children
- Able to communicate with parents when needed
- Able to manage many students simultaneously

Yavneh Jewish Day School is an Equal Opportunity Employer. The school does not discriminate on the basis of age, race, color, gender, sexual orientation, gender identity, disability, religion, veteran status, national, or ethnic origin, or any other basis prohibited by law. The school is committed to forming an inclusive, welcoming community, where all feel accepted and are treated with respect.

Reports to:

Director of Operations

Position:

After School Programming Coordinator

Compensation:

The range for this position **\$25.00 - \$30.00 per hour**, less payroll deductions and required taxes and withholdings.

Weekly Hours:

- This is a part-time, hourly a week position (roughly 20 hours a week) that follows the Yavneh School Calendar
- Onsite Hours: Monday - Friday, 3:30 PM - 6:00 PM
- Remaining hours can be remote or on-site (arranging staffing, ordering supplies, communicating with parents, etc.)
- A full school calendar will be provided

Professional Conduct:

- Maintains a kind, compassionate and professional relationship with students
- Maintains fair and equitable relationships with students.

- Remains forthright, clear, honest and respectful in communications with all staff and recognizes their importance as partners in the educational process.
- Be on time and never leave before last students has been picked up by parent
- Communicate with supervisor immediately if there are any problems
- Record and communicate with supervisors any discipline issues

COVID-19 Considerations:

Staff and students must adhere to state, federal and local COVID-19 precautions. Yavneh Day School reserves the right to assert more strenuous precautions on a case-by-case basis.

Work Location:

Los Gatos, CA 95032. Reliably commute or planning to relocate before starting work (Required)

Contact Information:

If you are interested in applying for this position let us know! Please email a resume to: joinourteam@yavnehdayschool.org.