

**The Wesley School
LEAP Assistant (After School Program)
Job Announcement**

The LEAP (Lions Extended After School Program) Assistant reports to the LEAP Associate.

The responsibilities of this position include, but are not limited to the list below:

- Supervise students in the after school (LEAP) program
- Support the LEAP Associate by taking the lead on supervision during afternoons the LEAP Associate needs to be tending to other duties. These duties include:
 - Communicate with parents of LEAP students as needed
 - Complete accident reports and communicate incidents to the Assistant Head of School for Academics expediently
 - Remain with any children who have not been picked up by the end of LEAP; report those incidences to the Assistant Head of School for Academics
 - Maintain organization and supervision of students going to Peer Tutoring
 - Coordinate with the Athletic Director the use of yard space, as needed
 - Ensure that all supplies are organized and cleaned up by 6:00pm
- Attend faculty meetings when appropriate and necessary
- Support the School and its leadership

Hours: M, W-F 2:45 pm-6:00 pm, T 1:45-6:00 pm

Hourly Range: \$20-\$30

To apply, please email a cover letter and resume to hr@wesleyschool.org.

The Wesley School is committed to equitable hiring practices and encourages applications from candidates with diverse backgrounds and from underrepresented groups.