



## **Sunset Co-Director**

“The mission of The Mountain Community School is to create an educational environment where students are inspired to academic excellence and discovery. Teachers, parents, students, and the community work together to honor individuality and diversity, nurture respect for self and others, and foster a life-long love of learning.”

### **Job Description**

To provide supervision to students after school hours in a safe setting that promotes learning and engagement. This position will alternate schedules with an additional Sunset Co-Director.

### **Responsibilities and Duties**

- Strives to fulfill the mission and vision of The Mountain Community School.
- Uphold the school’s behavioral expectations
- Monitor students during times outside, indoors, and during transition.
- Greet and communicate with parents upon pick up of their student.
- Provide parents feedback regarding student conduct as needed.
- Collect, record, and provide receipt of payment from parents.
- Properly secure the building each evening before departure.
- Conduct additional duties as needed.

### **Abilities/Skills:**

- Time management
- Student behavior management
- Flexibility with changes in weather
- Excellent communication skills, including writing, public speaking and interpersonal conversation
- Great organization and planning skills
- Patience and empathy
- Compassionate, positive and encouraging attitude

**Reports To:** School Principal

**Terms of Employment:** 10 Months / Part - Time (2-3 Days/Week from 3:00-6:00)

### **Qualifications:**

- High School Diploma or equivalent.
- A minimum of two years of relative work experience.
- Such alternatives to the above qualification as the school administration may find appropriate and acceptable.

**The Mountain Community School is an equal opportunity employer.**

**DISCLAIMER:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.