



Job Description Extended Day Assistant

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Green Hedges School seeks an **Extended Day Assistant** for the 2026-2027 school year. Green Hedges is a private independent preschool through Grade 8 school with approximately 180 students in Vienna, VA, which is fourteen miles west of Washington, DC. This is a part-time position, hours 3:00–6:00 p.m.

Requirements:

A successful candidate must be at least 18 years of age and will have:

- A love for working with children
- Strong behavior management skills and experience working with children ages 3 - 13
- A high level of creativity and energy
- Demonstrated track record of punctuality and dependability
- Initiative
- Strong communication, collaborative, organizational, and time management skills
- Ability to walk and stand for long periods at a time
- Ability to lift 40 pounds
- Pay starting at \$16.50 per hour

Successful candidates must complete a required background check.

Responsibilities:

Assist Director of Extended Day and Auxiliary Programs in efforts to:

- Implement a creative and inviting Extended Day Program
- Ensure compliance with Virginia Department of Social Services regulations.
- Cultivate a strong working team of individuals who staff the afternoon program
- Ensures safety and health of all staff and students
- Establish positive rapport with parents and faculty
- Maintain program files, accident reports, fire drill log and daily sign in/out forms.

Reports to: Director of Extended Day and Auxiliary Programs

Interested candidates should submit 1) letter of interest, 2) three references and 3) resume to: ahoward@greenhedges.org

Green Hedges School is committed to equal employment opportunity. The school does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, national origin, age or physical or mental disability.