



NATIVITY JESUIT
ACADEMY

Updated October 2021

Open Position: After Care Instructor

Position Type: Part time Monday -Thursday. 2:30pm-5:30pm Friday, 12pm- to 5:30pm

Start Date: Immediately

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

Qualities of an ideal Nativity Employee:

Mission-driven and mission-aligned

- Spiritually aligned with the school’s Catholic identity.
- Driven to work on behalf of urban youth and families.
- Passionate about forming leaders who serve others.
- Acts from a place of compassion and high expectation.
- Conducts oneself professionally (in dressing, being punctual to all meetings, communicating in a timely manner to email/voicemails).

Growth-oriented

- Committed to constant learning and development of students and self.
- Believes all children can learn.
- Self-aware of areas for personal growth.
- Desirous of feedback that will help identify areas for growth and spur improvement.
- Willing to push beyond their comfort zone to grow.
- Comfortable with being coached.

Persistent

- Accomplishes tasks that require long hours, resourcefulness, and recovery from error and failure.
- Possesses a realistic understanding of the work required in a growing school.

- Remains optimistic.
- Does not complain or gripe but seeks solutions in the face of obstacles.
- Puts the needs of students and families' first.

Collaborative

- Believes in the power of a group to accomplish common goals.
- Is open to working in an effective team and can contribute to the high-functioning nature of it.
- Builds partnerships with Nativity families
- Works effectively with others to accomplish goals, to learn from others, and to support peers.
- Demonstrates emotional intelligence, possesses awareness of self and impact on others, communicates effectively, and has a sense of humor.

Skills, Knowledge, Abilities:

- Ability to problem-solve
- Ability and willingness to participate and engage children in all program activities
- Ability to communicate effectively with children (ages 4-14 years old), staff and parents
- Possess quality of patience, flexibility, understanding, acceptance, and care.
- Ability to supervise and manage groups of children following developmentally appropriate practices
- Enjoys working with children

Instructor Duties:

After Care Instructor duties will include but are not limited to:

- Assist students in the program with homework and day to day needs.
- Prepare activity materials.
- Adhere to all activity schedules developed or approved by the School Coordinator
- Implement effective discipline procedures that have been approved by the School Coordinator
- Interactively assist all outside agencies that provide instruction or supports in the after care program
- Assist the School Coordinator with the completion of written paperwork (i.e. accident/incident reports, meal counts, sign-in/out, etc.)
- Perform other related duties as assigned by the School Coordinator
- Communicate effectively with children (ages 4-14 years), staff, and parents.

Qualifications:

- 18 years of age or older.
- HS Diploma or GED, preferred
- At least 1-year experience working with children, preferred.
- Enjoy working with children.
- Required Trainings:
- Current CPR/AED certification (ability to successfully complete CPR/AED, new employee only!)
- Safe Environment training (Upon hire)

- Mandated Reporter Training (Upon hire)

How to Apply:

Send resume, cover letter, and three references to:

Luz. A. Beltran-Ponce
School Coordinator
Nativity Jesuit Academy
1515 South 29th Street
Milwaukee, WI 53215
Beltranl@nativityjesuit.org

In the cover letter, address the following questions:

- What influenced you to work in schools?

Applicants that do not include a resume, cover letter, and three references will not be considered a complete application and will not be reviewed.