



NATIVITY JESUIT
ACADEMY

Updated June 2026

Open Position: After-Care Instructor

Position Type: Part Time (29 hours/week), Monday–Friday, 11:15 a.m.–5:15 p.m. (During the School Year)

Start Date: September 1, 2026

Reports To: Assistant Principal Of Student Experience

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy (NJA) is a K4-8 co-ed 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, NJA 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), NJA transforms students to become men and women for and with others.

Position Summary:

The After-Care Instructor supports the daily operation of the After-Care Program by providing a safe, structured, and engaging environment for students. Responsibilities include supervising lunch and after-school programming, assisting with homework and enrichment activities, supporting student behavior, and working with families on registration, scheduling, billing, attendance, and daily communication. The After-Care Instructor works closely with the School Program Coordinator to ensure a positive, organized program that reflects the mission and values of Nativity Jesuit Academy.

Position Responsibilities:

Student Supervision

- Supervise students during the daily lunch period.
- Supervise students during the After Care program.
- Ensure student safety at all times.
- Maintain appropriate staff-to-student ratios.

Academic & Student Support

- Assist students with homework and academic assignments.
- Encourage positive study habits and independent learning.
- Support students' social-emotional growth through positive relationships.
- Reinforce school expectations using restorative and positive behavior strategies.

Program Activities

- Lead and participate in recreational, enrichment, arts, STEM, and faith-based activities.
- Prepare materials and set up activities.
- Encourage student engagement and participation.

Program Operations

- Assist with student sign-in/sign-out procedures.
- Maintain attendance records and other required documentation.
- Report accidents, incidents, or concerns to the School Program Coordinator.
- Help maintain organized, clean, and safe learning spaces.

Collaboration

- Communicate professionally with families, staff, and community partners.
- Support school events and extracurricular activities as assigned.
- Perform other duties as assigned by school administration.

Skills, Knowledge, and Abilities

- A passion for working with children
- Strong organizational and problem-solving skills
- Patience, flexibility, and professionalism
- Ability to build positive relationships with students, families, and staff
- Strong classroom and behavior management skills
- Ability to work collaboratively as part of a team
- Commitment to the mission and values of Nativity Jesuit Academy

Position Qualifications**Required**

- High School Diploma or GED
- At least 18 years of age
- Experience working with children in a school, childcare, recreation, or youth development setting
- Strong communication and interpersonal skills
- Ability to supervise groups of children effectively

Preferred

- Associate's or Bachelor's degree in Education, Child Development, Recreation, or a related field
- Bilingual in English and Spanish
- Experience working in an after-school or extended care program

Required Certifications

- CPR/AED Certification (or willingness to obtain upon hire)
- Safe Environment Training (provided upon hire)
- Ability to supervise and manage groups of children following developmentally appropriate practices
- Enjoys working with children

How to Apply:

Send resume and one reference (additional references may be requested) to:

Jesus Torres, Director of Finance
Nativity Jesuit Academy
1515 South 29th Street
Milwaukee, WI 53215
torresj@nativityjesuit.org

Applications must include a resume and at least one professional reference to be considered complete. Incomplete applications will not be reviewed.