

## **Escuela Bilingüe Internacional (EBI)**

### **Job Description**

*Job Title:* EBI Aventura Staff (Campus Alcatraz)

*Job Class:* Part-time, Non Exempt, Bilingual (Spanish / English)

EBI are seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, global citizenship, and the cultivation of character;
- Support the mission of EBI;
- Bring a positive attitude and a sense of professionalism to the School community.

The EBI Aventura Staff position reports directly to the EBI Director of Community Programs and serves in this capacity as follows:

- Monday-Friday during regular school days (2:00-6:00 pm)
- Monday-Friday during school year and summer camps (9:30-6:00 pm)

The EBI Aventura Staff member works to provide assistance to the EBI Aventura Directors in areas of responsibility assigned. Helps to decide teachers organization and support, according to the student's number and staff absences every day.

#### **Specific responsibilities:**

- Directly responsible for the Aventura cell phone, answers families calls and assists with students early release.
- Provides support and information to Aventura teachers, students and families as assigned by the Director/Associate Director of Community Programs.
- Serves as a sub teacher as needed
- Ensures students safety and well-being during Aventura programs
- Organize and distribute Aventura snacks for students
- Actively monitor and supervise students and program areas to ensure a safe environment during Aventura
- Checks parent and visitor identification and authorization information for student's release
- Locks and unlocks campus and building entrances and exits, in the absence of the Director/Associate Director of Community Programs

- Records/organize information regarding students attendance, injury reports, incident reports and teacher planning

**Other duties as requested:**

- Respond to emergency situations according to procedures.
- Administer basic first aid, attend to sick students, and call parents for pick up of sick students
- Perform other duties as assigned by the Director/Associate Director of Community Programs.

**Requirements of Position:**

- Appreciation for and desire to work with PK-8 students
- A passionate commitment to supporting student success
- Understanding and commitment to DEI/social justice, including anti-bias and safe identity educational practices
- Willingness to collaborate with diverse constituencies, work in a diverse team, and be a leader
- Flexibility, given the uncertain times we are living through
- High School Diploma or GED, Associate or Bachelor's degree (strongly preferred)
- Bilingual and proficient in Spanish and English (required)
- Some college-related credits in Early Childhood or Education
- Two or more years of experience with school-age children and youth (K-8) in educational or recreational settings, preferred
- CPR/First Aid certified, or willingness to be certified
- All employees are required to be vaccinated for the COVID-19 vaccine before beginning their employment
- Must have demonstrated interpersonal skills for addressing potential conflicts
- The ability to analyze security and safety risks and make appropriate recommendations in a school setting
- The ability to express ideas clearly and concisely in written and oral form
- The ability to work effectively with employees, students, parents and school administration.

**Physical Requirements and Work Environment**

- Ability to bend, squat, or lift child and stand for long periods
- Occasionally be able to lift, push, pull or carry equipment and materials weighing 50 pounds or more