Available Position: Happy Happenings Teacher
Department: Lower School
Reports to: Director of Happy Happenings and Daisy Afternoons
FLSA Classification: Non-Exempt (Hourly)
Full/Part-time: Part-time (15+ hours per week) August-May
Date Posted: September 28, 2021
Start Date: ASAP

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest pre-kindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
Hockaday is seeking a part-time, teacher for its Lower School Afterschool Program, Happy Happenings. Approximately 52 lower school students, ranging from Pre-Kindergarten (4-5 years old) to 4th grade (9-11 years old) attend this afternoon program that is held on campus and is open from 2:45p until 6pm on weekdays. There are additional teachers who help supervise the children. The teacher needs to be available M-F, from 2:30-6p and will help oversee all students.

Essential Functions:
• Abiding by Hockaday’s Code of Ethics and Conduct
• Committing to the ideals expressed in Hockaday’s Tenets of Staff Excellence
• Supervise and ensure the safety and well-being of the students enrolled in the program
• Support children’s emotional and social development by encouraging understanding of others and positive self-concepts
• Provide a positive, fun, and enjoyable after-school environment in which the students can relax and enjoy their time in the program
• Perform daily programmatic tasks, such as serving snacks, organizing materials, picking up toys, organizing inside and outdoor activities, providing active supervision with the children in attendance
• Recognize and react calmly and effectively in hazardous or dangerous situations
• Handle discipline promptly and in accordance with Hockaday’s stated policies
• Ability to work flexible hours
• Other duties as assigned
Qualifications/Experience:
• Education – Associate’s degree or higher preferred
• Obtain and maintain current first aid and CPR certification
• Experience with child development and/or management of children a plus
• Basic understanding and ability to use computers and technology
• Well-developed interpersonal and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including young children, co-workers, and parents
• Personal characteristics include: Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, creativity, energetic, willingness to listen and learn, work ethic, persistence, problem-solving skills, loyalty, and congeniality are essential
• Ability to follow instructions, procedures and work independently
• Must be able to relate to children and respect each child as an individual
• Must successfully complete background screening and verification

Physical Requirements and Work Environment:
• Regularly works in standard classroom conditions and climate, frequently works outdoors in varying weather conditions and climate
• Regularly uses close and distance vision, ability to observe students from various distances
• Frequently required to move around the classroom and position oneself to work with small children on the floor
• Works in an occasionally stressful environment, effectively dealing with a wide variety of challenges and a varied and diverse array of contacts
• Stamina to maintain attention to detail despite interruptions

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.