

# Summer School Lunch & Recess Aide

Citizens of the World Charter Schools – Kansas City

## SUMMARY

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The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

The Lunch & Recess Aide position works to extend our school values into and through the lunchroom & playground environment. The position assists in the maintenance of an orderly, safe, and pleasant atmosphere in both the lunchroom and playground by helping and supervising students during lunch and recess.

We are looking for candidates who have experience with similar models of instruction, working in diverse communities, and a solid understanding of supporting the academic, social, and emotional development of K-8<sup>th</sup> grade students.

Hours are Monday-Friday between 8:00am-3:30pm. Each position will be approximately 35 hours per week.

This is a full-time position located in Kansas City, MO. For more information on Citizens of the World Charter Schools – Kansas City, please visit [www.cwckansascity.org](http://www.cwckansascity.org).

## RESPONSIBILITIES

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Responsibilities will include:

- Learning the CWCKC values, mission, and model and carrying them out across all responsibilities.
- Learning and following to fidelity all the CWCKC lunchroom and recess protocols and procedures.
- Working collaboratively with school faculty and staff to carry out behavior management strategies to support all students transitioning to and from the lunch and recess.
- Actively work with students to promote proper eating habits, nutrition, and manners during lunch.
- Supervise and assist students in eating and cleaning up their lunch.
- Ensure that students are adhering to safety rules and procedures on the playground.
- Engage students in positive relationship building and conflict resolution on the playground and in the lunchroom and/or classrooms during the lunch period.
- Carrying out the clean-up process after the end of each lunch period so that the lunchroom is clean and reset for the next lunch period.

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- Assisting to ensure all students who are served a hot lunch are tracked and entered into the Student Information System with 100% accuracy.
- Ability to multi-task; to be aware and support several students and co-workers simultaneously.
- Participating in regular observations, feedback, evaluation, and learning opportunities as needed to ensure excellent performance.
- Maintaining frequent, respectful, sensitive, and effective communication with students, students' families, colleagues, and other school stakeholders.

### QUALIFICATIONS & TRAITS

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The ideal aide will have:

- A high school diploma (two years of college work preferred)
- Experience (minimum two years preferred) working with young children in learning and/or camp environments
- Ability to stand on feet for duration of shift, over 2 hours each day
- Ability to bend over repeatedly
- Ability to lift heavy objects, up to 50 pounds, in setup and breakdown of lunchroom
- Comfortable in a loud, fast-paced environment
- Ability to perform data entry into online software with 100% accuracy & compliance
- Experience working with diverse populations, including English language learners and students with special needs
- Experience in promoting healthy eating and nutrition.
- Experience communicating with children using academic language, respectful tones, and styles that support emotional health and wellbeing while maintaining an orderly environment
- Willing to be trained in First Aid, CPR and Trauma Informed Care
- Maturity, humility, strong work ethic, sense of humor, and a can-do attitude
- Fluency in Spanish is preferred

### COMPENSATION & BENEFITS

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CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

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### CONTACT

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Please apply online through the BambooHR Application Portal on our website at [www.cwckansascity.org/employment](http://www.cwckansascity.org/employment). No phone calls, please.

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## EMPLOYEE VALUE PROPOSITION

Who We Are	Who You Are
<p><b>We are an intentionally diverse and welcoming community.</b> CWCKC was founded on a belief that we live in a richly diverse world and that diversity makes our experience better.</p>	<ul style="list-style-type: none"> <li>You value <b>diversity</b> in all its dimensions and are excited to be part of a school community where that diversity is <b>authentically encouraged and celebrated</b>.</li> <li>You understand that <b>identity</b> is an important part of who we are - for both adults and students.</li> </ul>
<p><b>We believe education is about more than test scores.</b> Student learning matters and goes beyond just academics. Our teachers focus on the whole child by building our students' socio-emotional skills and helping them develop a deeper understanding of themselves.</p>	<ul style="list-style-type: none"> <li>You know that <b>academic learning</b> is important and have experience helping students develop their <b>socio-emotional skills</b>.</li> <li>You understand how to <b>balance</b> academic rigor with the development of the whole child.</li> </ul>
<p><b>Our teaching approach centers students' interests and needs within projects and real-world experiences.</b> We strive to provide learning experiences that are meaningful and make a difference in our school and community. Our teachers engage students in projects based on their interests and individual learning needs.</p>	<ul style="list-style-type: none"> <li>You are excited about <b>designing project-based learning experiences</b> for students grounded in their interests, experiences, and identity.</li> <li>You value students <b>constructing</b> their own learning to develop a deeper understanding of the world around them.</li> <li>You <b>embrace</b> creativity and risk-taking in lesson planning.</li> </ul>

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### Compensation and Benefits

We value our team, and one way that we show that is through compensation and benefits. For teachers, we offer competitive compensation with a starting salary of \$45,500-66,000 (based on experience). We also offer a comprehensive benefits package including:

- Health Insurance (Citizens covers almost all of an employee's premium on a choice of two plans)
- Dental & Vision Insurance
- Employer-Paid Life Insurance
- Employer-Paid Short-Term & Long-Term Disability
- Participation in the KCPSRS retirement pension plan
- Supplemental, optional Aflac insurance
- Supplemental, optional 403(b) retirement plan
- Full-time 10-month employees receive 4 holidays off, 4 weeks of calendared breaks (Thanksgiving, Winter Break x2, Spring Break), 9 PTO days.