



In-Person Learning Proctor

San Francisco Friends School educates students in the tradition of Quaker learning. By example and commitment, we hope to inspire all connected with our school to work together toward a peaceful and caring society.

In-Person Learning Proctor: As we return to in-person teaching and learning at SFFS, Learning Proctors will be important members of the SFFS team. The Learning Proctors will be key in helping maintain safe and productive learning experiences and environments for the lower school siblings of students that are participating in in-person learning with classroom teachers. The role will be on campus four days per week - Monday, Tuesday and/or Thursday, and Friday - for the full school day (8am-3:30pm). We seek individuals compelled by the Friends School mission, which includes an exemplary education supported by a community dedicated to peaceful problem solving, service to others, simplicity, respect for the individual, and silent reflection.

Overview of Responsibilities: Learning Proctors will serve students in grades K through 4. This role reports to the Director of Extended Day. Learning Proctors will be involved in most, if not all, of the following duties:

- Facilitating and monitoring safety routines, including COVID-19 policies and procedures.
- Assisting students of one or more grade levels as they follow their remote learning schedules.
- Maintaining classroom spaces (this will include thorough and frequent cleaning of materials and spaces throughout the day)
- Social emotional learning support for students
- Supervision of children, including recess, lunchtime, arrival and dismissal

*Please note: This is a position that is built around being on campus. If the school transitions back to distance learning, the role will be on hold until students transition back to campus. Additional responsibilities may be considered based on individual interests and experience.

We seek to staff our school with educators: ● who are flexible and willing to adapt to the needs of their students and the overall school during these extraordinary times ● who have a pioneering spirit,

take initiative, have an interest in Quaker educational pedagogy • who are inspired to develop creative problem solving skills and be active and engaged members of the SFFS community. Please email a resume and letter of interest to ed@sffriendsschool.org, with attention to Marina Vendrell, Director of Extended Day. The San Francisco Friends School is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, gender, gender identity or expression, sexual orientation, disability, age, military or veteran status, marital status or any other category protected by law. The school also makes reasonable accommodations for qualified applicants with disabilities.

COMPENSATION: \$18 per hour.

For further information about San Francisco Friends School's beginnings, mission and philosophy please visit our website at www.sffriendsschool.org . The San Francisco Friends School welcomes all students and staff and does not discriminate on the basis of ethnic origin, religion, gender, sexual orientation or disability in administration of its educational policies, enrollment or hiring policies, and other school-administered programs.