

NANTUCKET PUBLIC SCHOOLS  
NANTUCKET, MA 02554

M E M O R A N D U M

TO: All Staff  
FROM: Superintendent's Office  
RE: Anticipated Vacancy  
DATE: October 24, 2023

POSITION	AVAILABLE DATE
<b>Extended Day Lead Teacher</b>	November 6, 2023 - June 14, 2024
Nantucket Community School	

DESCRIPTION:

The lead teacher will create and run programming, oversee Extended Day staff, and actively participate in Extended Day coverage for kindergarten students. This program is offered from the end of the school day through pick-up by the parent/guardian from 2-5 p.m. The lead teacher will encourage developmentally appropriate activities for the whole child, including, but not limited to field trips, arts & crafts, outdoor activities, and literacy enrichment.

- Supervise children and implement activities in this comprehensive after-school program for students following the completion of the school day.
- Ensure appropriate student/caregiver ratios are maintained and are based on best practices and the overall safety needs of the currently enrolled children.
- Maintain and strengthen trusted relationships with parents and guardians of enrolled children.
- Maintain child/family confidentiality by limiting communication about issues of concern to the NCS Assistant Director, and/or NCS Director.
- Develop and strengthen relationships with community members participating in NCS programs.
- Act as a friendly ambassador for Nantucket Community School and Nantucket Public Schools District
- Maintain satisfactory attendance, as defined in district policy and regulations.
- Adhere to and remain familiar with protocols and program policies developed by the Nantucket Public Schools and Nantucket Community School.
- Maintain a professional and pleasant attitude, being tactful and courteous toward co-workers, students, parents, and members of the public.
- Present a professional appearance, a positive attitude, and a high standard of customer service at all times.
- Perform such other tasks as determined by the Director or the Assistant Director of the Nantucket Community School.
- CPR & First Aid certification (will be provided upon hire if needed).

The position requires prior experience working with children. An associate's degree or bachelor's degree in a related field is preferred.

APPLICATION:

Interested candidates should apply in writing to the Director of the Nantucket Community School, Alicia Graziadei. Full job description available upon request. Applications can be found at [www.nantucketcommunityschool.org](http://www.nantucketcommunityschool.org)  
Please email a completed application packet to [graziadeia@npsk.org](mailto:graziadeia@npsk.org)