

## Lunch Aide (Part-Time)

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

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 elementary-aged children.

Hours are Monday-Friday between 10:45am – 1:00pm and may be staggered across multiple positions. Each position will be approximately 11-12 hours per week.

This is a part-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.
- Participating in ~6 Professional Development days (same basic hours as the normal work schedule) on non-school days to prepare for and hone skills for working with students, delivering our curriculum, and maintaining the culture of the school throughout the lunch program.
- Learning and following to fidelity all the CWCKC Lunchroom 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 lunchroom.
- Actively work with students to promote proper eating habits, manners, and nutrition.
- Supervise and assist students in eating and cleaning up their lunch.
- 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.
- 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.

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- 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 Lunch 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 well being 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.

### CONTACT

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

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### ABOUT CITIZENS OF THE WORLD CHARTER SCHOOLS

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Our purpose at Citizens of the World Charter Schools is to realize human potential by strengthening the bonds among us and developing true citizens of the world. In this work, we are guided by our core values of Excellence, Authenticity, Diversity, Community, and Change and our operating norms, which reflect a commitment to personal and professional growth, including operating as learners, and with curiosity, integrity, and humility.

The mission of Citizens of the World Charter Schools is to impact and expand the conversation about what an excellent education contains, requires, and accomplishes. Citizens of the World schools challenge students to realize their full potential and thrive in a diverse society.

We are public schools open to all, committed to serving diverse communities throughout the U.S. with schools currently in Los Angeles and Kansas City. We develop sophisticated thinkers who master content and have a courageous and compassionate sense of responsibility for themselves and all people. Our schools are in strong demand: in 2015, we had ten times more student interest than space available. Our classrooms are challenging and joyful learning environments that engage children through projects tailored to their personal experiences, strengths, and needs.

Our teachers take the time to get to know each child as an individual. We empower children to think critically and learn to engage respectfully and productively with fellow students by developing their capacity to enter into and understand the lives of others. Our goal is for student “success” to include mastery of both content and emotions, so that students can meaningfully connect with each other, be part of any community, and courageously decide who they are in the world and how they want the world to be.

In this work, we:

- Prepare students to become citizens of the world in an ever-changing future.
- Promote academic rigor and experiential learning to support and develop children's natural intellectual curiosity.
- Embrace a constructivist, project-based learning approach to teaching and learning.
- Develop each child's potential to live as a learner, both in school and out.
- Reflect, welcome, and celebrate the community's diversity.
- Strengthen the bonds among members of the school community and beyond.