



Holy Family Catholic School is a caring environment that provides a safe, nurturing and enriching environment for students in Grades TK -8 before and after the regular school day. In addition, Holy Family Catholic School offers a 6 week summer program.

**We are seeking a motivated individual to lead our team of dedicated, creative and hardworking staff as the Extended Care Director.**

The Extended Care Director fulfills the mission of the school by coordinating the Extended care program. The Director is responsible for providing a safe, caring and enriching environment for the children enrolled in the program. The Extended Care Director prepares activities, assists with the needs of the students and supports learning by creating an atmosphere conducive for children to complete homework.

This is an hourly, non exempt position.

Payscale: \$25-30 per hour

Hours: School Year: Monday - Friday 2:15-6:15 Summer: Hours TBD

### **General Responsibilities**

- Ensuring safety of students by effectively directing team supervision
- Supervising and coordinating the Extended Care Staff
- Approve Extended Care Staff work hours
- Supervise students during Extended Care hours
- Maintain order and discipline in a positive, safe, and healthy environment
- Create weekly or monthly extended care staff schedule
- Order supplies and snacks
- Maintain attendance records and input for billing
- Assist in leading and supervising indoor and outdoor activities, providing snacks, and helping with homework
- Organize and clean equipment and supplies
- Treat minor injuries, record, and follow up with parents
- Makes sure students are properly signed in and out of the program and released only to parents or guardians.
- Provide an environment where students thrive
- Ability to direct supervisees effectively
- Collaborative / Team-player
- Desire to support students' academic, social, and recreation needs
- Strong communication skills in relation to students, parents, & faculty
- Other responsibilities as designated by the principal

### **Qualifications**

College Education preferred

Experience managing staff

Prior employment in schools in role(s) directly working with children

CPR/AED training certificate for adults and infants.

Please send a resume to [mubl@holyfamilyk8.org](mailto:mubl@holyfamilyk8.org). Upon review of the resume a link for the diocesan application will be sent.