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## Extended Daycare Director 2025 - 2026

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### Position Overview:

St. Pius V Catholic School is seeking a Extended Care Director for the 2025-2026 school year. The Extended Care Program is a nurturing, caring, and friendly environment that provides a high-quality before-and after-school program for students in TK - 8th grades. Our main goal is to offer the children a safe, fun, and comfortable environment. Our focus will be on providing each child with new challenges that will result in a rewarding after-school experience.

**Job Goal:** The Extended Care Director will lead, organize, and direct other staff members with the implementation of a quality program.

### Daily expectations include:

- Ensuring the safety of the students in all situations within the Extended Care Program
- Leading children in outdoor and indoor activities
- Assisting students in completing their homework assignments and day-to-day needs
- Preparing and serving snacks as well as maintaining a clean and organized environment
- Maintaining a professional and appropriate attitude and appearance toward students, parents, and other staff members
- Supervise lunch staff and students
- Distribute hot lunch to students
- Tracking student attendance at Extended Care for billing
- Performing all other duties associated with the position, as requested by the Principal

### Job Qualifications:

- Education: High school diploma or equivalent preferred, with the intent to focus on child development, or related field.
- Work/Professional Experience: Previous experience in After School program environment. Childcare experience.

### Expectations:

- Communicate with children, parents, and other staff in a professional, ethical and responsible manner
- Demonstrate leadership and positive authority with children
- Be congenial and have a desire and ability to work with children and other staff members.
- Promote a safe and healthy environment to support the emotional and social development of the children
- Demonstrate initiative, ability to create and develop fun after-school ideas, and work well with a minimum of supervision
- Available to work Monday through Friday as hours are needed. This is based on student enrollment.
- Regular and consistent attendance and punctuality
- Able to stand for long periods of time when supervising the students