

## **POSITION OPENING: Early Childhood Extended Care Lead Teacher**

St. Francis of Assisi Catholic School, a Preschool - 8th grade school in Yorba Linda, is seeking a dynamic, experienced, and faith-filled Early Childhood Extended Care Program Supervisor to assist with the operations of our after-care Early Childhood program. The ideal candidate will have a passion for supporting students and ensuring that they are safe and engaged in age-appropriate activities. Fostering a positive and supportive environment for all participants is a key consideration. This role emphasizes the importance of carrying out the physical demands of the job, which includes ensuring the safety and well-being of our students. This position will serve to support the school's mission and philosophy as a member of a vibrant Catholic school community. The position is for the 2025/2026 school year.

### **General Description of Duties**

The Early Childhood Extended Care Program Supervisor is responsible for planning and implementing an appropriate and engaging Early Childhood after-school program. They must ensure the development and safety of these children in accordance with the regulations of Community Care Licensing. The Program Supervisor will be respectful of children and parents, ensuring that equipment and facilities are clean, safe, and well-maintained.

### **Responsibilities**

- Plan, supervise, and implement the after-school program for the Early Childhood students in accordance with the policies and the Catholic beliefs of St. Francis of Assisi Catholic School.
- Create a monthly plan of activities to engage students who are enrolled in the after-school program
- Work closely with students, colleagues, and the Director of the Kinder-Eighth Grade After-School Program to ensure effective communication, including regular updates to parents/families about daily activities.
- Take Extended Care attendance and ensure all students are checked out in both the financial system and the licensing required program.
- Maintain a clean and organized environment.
- Help to prepare snacks for the students.
- Monitor play equipment throughout the school year and report any areas that require repair/replacement.

### **Requirements**

- Show initiative in planning for students
- Demonstrate Leadership
- Punctuality is important

- Perform duties as directed
- Communicates effectively with supervisor and peers.

### **Professional Qualifications**

- First Aid/CPR Certified
- Cleared Criminal Records check
- 1 Year of experience minimum working with children
- Must be 18 years of age
- High School Diploma or GED
- **Minimum of 12 ECE** Units through an accredited college

### **Compensation**

- 2:00 PM- 6:00 PM Monday through Friday
- 11:00 PM - 6:00 PM every other Friday
- \$22-\$24 an hour based on experience

**Contact Carmela Swift**

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