



POSITION OPENING: Director of Extended Care and After-School Activities

School Name: **St. Francis of Assisi Catholic School, Diocese of Orange**

Job summary: The Extended Care and After-School Enrichment Director fulfills the mission of the school by coordinating the Extended Care program, manages daily operations, ensures student safety, and fosters a nurturing environment rooted in Catholic values. They supervise staff, plan engaging activities—including homework help and recreation—maintain records, and communicate effectively with parents and school administration.

Position Description:

- School year full-time with benefits.
- Monday - Friday, 11:00 AM- 6:30 PM

Key Responsibilities

- **Program Leadership & Supervision:** Oversee the overall daily operation of the after-school program, ensuring compliance with school policies and child safety standards.
- **Student Care & Activities:** Create a safe, engaging, and faith-filled environment for students (PK-8). Plan and implement age-appropriate activities, including games, crafts, and recreational activities. Work in collaboration with the Director of Early Childhood to coordinate activities for preschool and TK students. Coordinate and supervise a variety of after-school enrichment classes by researching program offerings, contracting with qualified external providers, and overseeing implementation to ensure high-quality experiences for students
- **Academic Support:** Assist students with homework completion and reinforce classroom expectations.
- **Staff Management:** Manage, supervise, and train additional aftercare staff or aides. Hold daily team huddles before shifts begin to share announcements, events, and other pertinent information about the school or program.
- **Administrative Duties:** Maintain accurate attendance records, sign-in/sign-out procedures, and ensure necessary materials and snacks are purchased and available. Process monthly parent billing through FACTS.
- **Communication & Relationships:** Act as the primary point of contact for parents regarding student behavior, progress, and logistics. Create and send out a monthly newsletter to parents.

QUALIFICATIONS

- Prefer a practicing Roman Catholic with a strong commitment to and a working knowledge of the Catholic faith.
- Prefer experience in a school setting.

- Good literacy and math skills. Experience with iPad device.
- Must be computer literate with proficiency and working knowledge of database and reporting tools such as Microsoft Word and Excel.
- Demonstrates strong communication and organizational skills, reliability, patience, understanding, flexibility, and multitasking as a team player.

EDUCATION AND EXPERIENCE

- BA/BS Degree preferred but not required.
- Early Childhood Education units are preferred but not required.
- Previous classroom experience supporting instruction and student learning.

SALARY

- Full Time with Benefits
- \$21.00-\$25.00 Per Hour

Interested and qualified candidates are asked to submit a letter of introduction and resume by email to Ms. Carmela Swift at cswift@sfayl.org or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.