

St. Joseph Parish School

Job Description – Extended Care Director

IDENTIFYING INFORMATION

POSITION TITLE: EXTENDED CARE DIRECTOR

STATUS: PART TIME, NON-CONTRACTUAL, NON-EXEMPT, END OF AUGUST THROUGH MID JUNE

REPORTS TO: PRINCIPAL

PRIMARY FUNCTION OF THIS POSITION

This is a part-time staff position for an Extended Care Director at St. Joseph Parish School. Pay is hourly.

The Extended Care Director respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. Because Catholic schools educate their students to promote the kingdom of God, it is important that all teachers are role models for students, exemplifying Catholic teachings and values in their lives and in their actions.

The Extended Care Director is accountable to the principal to provide overall leadership, management, and daily operation of the program serving elementary-aged children both before and after school. The Extended Care Director ensures a safe, nurturing, and faith-centered environment that supports children's social, emotional, physical, and spiritual development and will implement the St. Joseph Parish School mission and philosophy, follow the policies of the Archdiocese of Milwaukee and St. Joseph Parish School, and adhere to the directives set by the school administration.

MAJOR RESPONSIBILITIES

Program Leadership and Administration

- Plan, organize and oversee all aspects of the before and after school child care program.
- Develop, implement and evaluate program policies, procedures and schedules.
- Develop and implement age-appropriate activities.
- Ensure compliance with Catholic Mutual policies and school procedures.
- Maintain accurate records including enrollment, attendance, and billing.

Staff Supervision and Development

- Train, schedule, supervise and evaluate child care staff.
- Ensure appropriate staff to student ratios are maintained at all times, including an active role and on-site presence during hours of operation.
- Foster a positive, collaborative and faith-filled work environment.

Child Safety and Well-Being

- Provide constant, focused supervision for all children.
- Ensure a safe, clean, inclusive and faith-filled environment for all students.
- Promote and consistently apply positive behavior guidance and conflict resolution strategies.

- Maintain required documentation of all behavior issues.
- Administer first aid as needed and maintain required documentation/reporting requirements.

Family and School Collaboration

- Support and model Catholic values through daily interactions and program activities.
- Serve as the primary point of contact for parents regarding enrollment, policies and student issues.
- Communicate effectively and professionally with parents/guardians through the creation of newsletters and any necessary program forms.
- Respond to parent concerns or feedback professionally and in a timely manner.
- Collaborate with school staff to align the program with school goals.
- Support smooth transitions between the school day and the Extended Care program.

Budgeting and Program Management

- Manage program budget, fees, supplies and inventory.
- Monitor expenditures and ensure fiscal responsibility.
- Provide data for monthly and annual family billing statements.
- Prepare any reports as required by the school or parish

KEY SKILLS AND QUALIFICATIONS

- High School Diploma Required, Associate or Bachelor's Degree in Education, Child Development or Early Childhood Education preferred.
- Minimum of 2-3 years experience working with children in a child care or school age program.
- Knowledge of child development and best practices in school age care.
- Strong organizational, communication and leadership skills.

POSITION SPECIFIC REQUIREMENTS

- Ability to actively supervise children in indoor and outdoor settings.
- Pre-employment completion of Safe Environment Training, criminal background check and renewal every five years.
- Adhere to Code of Ethical Standards and Mandatory Reporting Responsibilities.
- Ability to stand, walk, bend over/crouch, engage in physical activity, use hands, speak and hear throughout the program hours.
- Work the hours of 6:00 AM - 11:00 AM and be the first person on call to fill in from 2:00 PM - 6:00 PM as needed aligned with the SJPS school calendar.
- Periodically work 11:00-6:00 on scheduled Early Dismissal days.
- Develop programming opportunities to offer Extended Care on Teacher Inservice days.