School: Sacred Heart Cathedral School
Job Title: After School Care Director
Reports To: Preschool Director
Supervises: After School Care

Hours of Employment: 19 hours per week Monday through Friday $15.00 per hour

Job Summary: Director will manage all aspects of the school’s after-hours program efficiently, effectively, and professionally, providing a safe and nurturing environment for students and staff as well as being knowledgeable about, attentive to, and proactive about all state licensing regulations.

Education, Experience, Skills Knowledge, Qualifications and Abilities:
The completion of 60+ semester hours of credit at an accredited college or university and 12 + semester hours in child development, child psychology, or early childhood education. B.A./B.S. in Education preferred.

Performance Responsibilities: 1. Demonstrates and promotes the character qualities of enthusiasm, courtesy to parents and school staff, integrity, punctuality, and flexibility. 2. Refuse to use and/or circulate confidential information inappropriately. 3. Hire, train, supervise, and routinely evaluate after-school care supervisors. 4. Release after-school care supervisors, if necessary. 5. Meet Diocesan requirements for CMG Connect training. 6. Promote and schedule CPR and First Aid training for all supervisors annually. 7. Promote and schedule CMG Connect training for all supervisors. 8. Stress the importance of child supervision at all times. 9. Maintain after-school care snack stock. 10. Provide daily structure for students and a schedule for parents. 11. Maintain appropriate discipline within the after-school care program. 12. Be knowledgeable and adhere to the Child Licensing mandates through the state. 13. Provide a daily literacy program for a minimum of 30 minutes each day. 14. Recognize the needs and abilities of every individual student. 15. Effectively utilize daily electronic student sign-in and parent sign-out app. 16. Complete the required Professional Development hours (18) as mandated by the state.