



Job Title: Director of Monte After Care

Contract Period: 11 Month

Reports to: Head of School and Principals

Position Summary and Purpose:

Monte Cassino School seeks a Director of Monte After Care to begin work in **July 2024**. The purpose of the Monte After Care (MAC) program is to provide a safe, nurturing, and fun environment for children in PK3 – 8th grade during after-school hours throughout the academic year.

Monte Cassino School is a Catholic Benedictine, independent, co-ed school, Grades PK3-8, with an Early Childhood Learning Center (PK3-K), Elementary School (grades 1-4), and Middle School (grades 5-8) in Tulsa, Oklahoma. With over 780 students, and rooted in the Values of Benedictine education, Monte Cassino School inspires its students to lead and serve, through lives of purpose that integrate faith, academics, community, and personal growth in pursuit of the school motto, *“Every day at Monte Cassino School we do our best so that in all things God may be Glorified.”*

The Director of Monte After Care:

- Is a hands-on advocate for our school motto, *“Every day at Monte Cassino School we do our best so that in all things God may be Glorified”*
- Collaborates with the Head of School and School Principals in matters related to the After Care program
- Ensures a safe, inclusive, and supportive environment for all participating students
- Recruits, hires, supervises, and evaluates all After Care staff
- Coordinates and collaborates with other adults providing after-school classes, lessons, and programming including Beyond the Bell and the Athletics Department
- Works with the Director of Finance and Operations to create and manage program budgets
- Work flexibly with other departments in the use of space
- Completes administrative tasks, most importantly registration and rosters
- Oversees registration and coordinates billing for After Care program
- Communicates any student concerns to Principals
- Coordinates and oversees the purchase of supplies and snacks for all programs
- Ensures effective safety, intake, and dismissal protocols
- Responds to parent concerns and questions
- Other duties as assigned by the Head of School and Principals

The desired candidate has:

- Teaching experience (valued but not required)
- Excellent communication skills
- Prior experience managing similar programs (valued but not required)
- Strong organizational and follow-through ability
- Strong problem-solving and project-management skills
- Collegial disposition and ability to work with and alongside adults in the community

- Sense of humor, creativity, situational awareness, and flexibility
- Bachelor's degree (valued but not required)
- Proficiency with MS Office

Physical requirements:

- Works at desk and on a computer for periods of time; must be able to operate office equipment
- Works in a fast-paced environment, dealing with a wide variety of challenges and deadlines
- Must have the physical energy and stamina to move about campus, including climbing staircases; may work long hours
- Be able to occasionally lift, push, or pull up to 50 pounds
- Works intermittently in a variety of weather conditions, including the possibility of extreme heat and cold

How to apply:

Monte Cassino is seeking an individual with experience in independent, Catholic, public, or charter schools. Applicants of diverse, underrepresented backgrounds are encouraged to apply. Interested candidates should submit the following: MCS employment application, letter of interest, and resume with a list of references. All documents should be emailed in PDF format to Mrs. Charissa Reece, Administrative Assistant to the Head of School, at creece@montecassino.org with the subject line: Director of Monte After Care

Non-discrimination statement:

Monte Cassino School provides equal employment opportunities (EEO) to all employees and applicants regardless of age, color, disability status, national or ethnic origin, race, religion, sex, veteran status, or any other class protected by state or federal law. As a Catholic school in the Benedictine tradition, Monte Cassino reserves the right to use religion as a hiring criterion for selected positions, as permitted by law. Employment offers are contingent on the satisfactory outcome of a standard background screening.