

St. Francis de Sales Central Catholic School

Morgantown, WV

Extended Care Director **After-School Care & Summer Camp**

St. Francis de Sales Central Catholic School is seeking an Extended Care Director for the after-school and summer day camp programs. All applicants should send a cover letter, resume, and 2 letters of reference to Principal Moore at amoore@sfccs.org or mail/deliver to his attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

PAY GRADE: Salary

POSITION OBJECTIVE: The job of the Extended Care Director is for the purpose/s of planning, organizing and implementing an appropriate after-school and summer camp programming in a faith-based learning environment that guides and encourages students to develop and fulfill their spiritual potential in a safe environment.

WORKING HOURS: Instructional School Days: M-F 2:00pm - 6:00pm
Summer Camp: 7:15am - 4:45pm

DUTIES & RESPONSIBILITIES:

- Plan, prepare and deliver daily activities that facilitate a safe and fun after-school and summer camp experience.
- Oversee and hire extended care staff and manage daily work schedules.
- Tracking & reporting daily student attendance.
- Communicate and oversee the daily expectations of the extended care staff.
- Plan and prepare a daily snack and assist in its distribution.
- Oversee proper State Licensing ratios for each grade level.
- Ensure that all parts of our extended care program meet the guidelines of WV Child Care Licensure.
- Ensure a conducive environment at the school-aged levels for homework time.
- Ensure that spaces utilized by the program are cleaned and left in good repair.
- General observing of all extended care staff and students to ensure a safe, fun and nurturing environment.
- Ensure that families are using proper "sign-in/sign-out" procedures and that extended care staff are using school safety policies when releasing children from extended care.
- Maintain accurate and complete records of students' attendance monthly and then totaled to be given to the School Accountant for billing purposes.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare incident reports on students and activities when required.

- Manage student behavior during after-school hours and during summer day camp times by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Apply appropriate disciplinary measures where necessary as described in the school's handbook.
- Participate in school and parent meetings when necessary.
- Communicate necessary information regularly to the School Principal regarding issues or concerns related to students, parents, colleagues, and extended care staff.
- Planning and implementation of all summer day camp activities.
- Other duties as assigned

EDUCATION & EXPERIENCE:

- Preferred experience in the areas of leadership and supervision of school-aged children
- Meet professional and educational requirements of the school, district, and state
- WV State and Diocesan Background Checks
- Knowledge of developmental needs of school aged children

KEY COMPETENCIES (position requirements at entry):

- Leadership
- Self-motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- High work standards
- Problem-solving
- Decision making
- Organizing and planning
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative
- Works well with teammates