



TRINITY LUTHERAN SCHOOL

Job Description

Position: Extended Care Director
Hours: 25-30 hours/week (6 AM- 8 AM & 3- 6 PM)
Salary: See Employment Agreement

General Duties:

This position reports directly to the Head of School. Duties encompass the overall management and administration of the TLS Extended Care school year program which includes, but is not limited to, supervision of the staff, scheduling, programming, operation, recordkeeping, security, and upkeep of the facility. Daily interactions involve parents, students, faculty and staff. Models Christian values and serves as a role model for impeccable, ethical standards in daily operations within the school.

Specific Duties:

- Develop program scheduling to provide a diverse mix of activities that include recreation, arts and crafts, enrichment, educational (homework), and special activities, age and interest appropriate, for the children enrolled.
- Maintain positive relations with the children through conducting daily meetings as well as supervising or directing group activities. Provide appropriate disciplinary action when necessary.
- Maintain positive relations with the extended care staff through effective leadership practices. Instructs staff members in maintaining a warm, caring environment for the youth and parents.
- Develop and maintain positive relationships with families, school personnel, visitors, agency staff and supervisors.
- Supervise and direct extended care staff. Manages the staff's interactions with youth, parents, school personnel, and agency administration.
- Arranges substitutes as necessary. Insures extended care staff records are current and accurate and submits staff payroll reports monthly with administration.
- Monitors student enrollment records and maintains student participation records, insuring that records are current and accurate.
- Maintains accurate records of charges and coordinates information with the business manager so monthly billing is effective and efficient.
- Work with the Head of School to insure that all licensing standards for the program are met.
- Work with the Head of School to insure security and timely opening/closing of the facility.
- Monitors the physical condition of the facility and reports maintenance requests in a timely manner.
- Attend all staff meetings, training and other meetings as assigned.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree
- Experience in preschool/elementary education, child care, or related field.
- Supervisory experience in child care programs (program planning, staff organization, facility oversight).
- Pass TB test, fingerprint and background check.
- Certified in CPR and First Aid.
- Ability to maintain positive relationships with a wide range of children and adults.
- Excellent oral and written communication skills.
- Computer skills in Microsoft Office and email.
- Expressed commitment to Trinity Lutheran School and its philosophies during the term of employment.