

Job Posting Announcement
St. Monica School Extended Care
5950 Geary Blvd. San Francisco, CA 94121

Extended Care Program Director: Part-time/Full-time Position

Description: The Extended Care Director is responsible for all overall day-to-day operations and general organization of our after school child care program. The Extended Care Director reports to the principal. 25-30 hours minimum per week.

Qualification/Requirements: A successful Director must be able to adequately perform each essential duty, and have the following education and experience:

- Child Care Program Experience and/or Related College Units (*preferred*)
- Bookkeeping and business organization skills (*collaborating with school office staff and bookkeeper*)
- Proficient in organizing and leading staff in teamwork approach
- First Aid and CPR trained and currently certified (*can be completed after hiring*)

Expectations of the candidate are:

- Provide and maintain a confidential environment for the children and their families
- To be self-motivating and resourceful, detail oriented, and organized
- Presence at school premises approximately 10 months from mid/end August to mid June as needed to open and close program each school year
- Report to the Principal and/or Vice-Principal regarding concerns, and relevant information

Essential Duties:

Ongoing:

- Perform preparation of daily tasks prior to children's arrival
- Supervise children and support staff during program hours
- Communicate effectively with staff and families regarding concerns, resources, and events
- Provide resources for staff development
- Promote a safe, healthy, and well-supplied environment
- Maintain records for scheduling, attendance, and registration
- Evaluate policies, procedures, goals, and objectives
- Plan, coordinate, and gather materials for projects, activities, and themes
- Organize and clean equipment and supplies
- Treat, record, and report injuries to families
- Continue professional growth through workshops, conferences and reading materials

Monthly:

- Lead staff meetings
- Provide family newsletters

Annually

- Advise the principal regarding preparation of the budget and tuition schedule fee recommendations
- Update forms and handbooks
- Prepare enrollment packages

Employment Information:

- Compensation and benefits for this non-exempt, hourly-paid position will be set in accordance with the Archdiocese of San Francisco Parish Pay Guidelines and depending upon the experience of the candidate.
- The work schedule will follow the School "Days In Session" Calendar. Extended Care is in session from the end of August to the beginning of June, excluding the holiday weeks for Christmas and Easter.
- Successful candidates will be required to submit Livescan Fingerprinting Clearance, complete an online Child Safety course, and present results indicating a negative TB test, per SF Archdiocese Compliance policy.

Contact:

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