



Extended Care Director 2021-2022

St. John School (www.stjohnseagles.com) in the Glen Park neighborhood of San Francisco, is seeking a creative and energetic Extended Care Director to fulfill the mission of the school by coordinating the Extended Care program. The Extended Care Director is responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the program, which is supportive of the school's philosophy, organization, and curriculum. The Extended Care Director assists with the needs of students and supports learning by creating an atmosphere where students can complete homework and participate in stimulating mental and physical activities.

Job Duties and Responsibilities

- Communicates effectively with students, parents, and other professionals
- Monitors and assists individual students in groups to support program activities
- Supervises students in the care of the worker at all times maintaining a consistent headcount of all children present in the program each day
- Complies with security procedures, including attendance, pick-up, and emergency procedures to ensure the children's safety
- Works in a team environment and encourages open communication regarding concerns/issues with children, parents and co-workers
- Ensures that all staff and children are respectful of school property; ensures all school rules are followed
- Maintains current and accurate records according to program policy
- Collaborates with peers to enhance the work environment and support program effectiveness
- Assists in maintaining facilities used by the program including storage of equipment and cleanup of area
- Maintains all supplies, equipment and materials
- Possesses proficient technology skills appropriate to the job

Job Requirements and Qualifications

- Associate degree in education or related field required
- Certification in child first aid and CPR required by August (reimbursed by school)
- At least two years of relevant experience in an educational or childcare setting
- Exemplary written and spoken communication skills
- Strong collaboration skills; able to work well with a team
- Effective multitasker; can prioritize tasks based on importance and deadlines

Please email resume and cover letter to Alexandra Iwaszewicz, Principal, principalsj@stjohnseagles.com

STATEMENT OF NON-DISCRIMINATION St. John School adheres to the following policy: "All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)