**J-Care director**

St. John’s J-Care is seeking someone who’s enthusiastic, creative, dedicated and loves working with kids in a childcare setting.

As a director, you oversee staff and children grades kindergarten through eight while providing a safe, supportive, and a loving environment for all.

**Responsibilities:**

* Be a working director who oversees the quality of the extended care program
* Must be present, ready to work on time for all scheduled hours
* Establish yearly budget and monitor with Principal
* Process and post monthly billing for families
* Plan and implement age appropriate educational and recreational activities
* Monitor and supervise staff and children while keeping them safe and healthy
* Provide homework support if needed
* Plan crafts, field trips, games etc.
* Possesses the ability to keep children engaged and under control
* Deal with minor injuries or other accidents that may occur
* Effectively communicate with staff, students and parents/guardians via telephone, email, notes, and newsletters when needed

**Supervisory Responsibilities:**

* Interview and hire personal as needed
* Train, orientate new staff and monitor staff in an on-going fashion
* Establish and post work schedules so they reflect the proper ratio of staff for the actual number of students supervised. Make changes as needed to maintain proper ratios.
* Post monthly work schedules in a timely manner
* Conduct staff meetings when needed
* Set up and attend CPR/First aid classes as needed for J-Care staff once every 2 years
* Order supplies for snack, cleaning supplies, crafts etc.

**Schedule:**

* Protentional school year morning hours 6:15-8:15 am
* School year afternoon hours 12:00-6:00 pm
* Summer and non-school day hours vary
* Twelve-month position

**Qualifications:**

* Works well with others while maintaining an enthusiastic, positive, and helpful attitude even during chaotic times.
* Must have a positive mindset toward child learning and development while being flexible and adaptive in potentially stressful situations.
* Works effectively and collegially with others.
* Ability to work without supervision, make decisions with common sense and use good judgment.
* Ability to take direction from the principal and keep them appropriately informed.
* Maintain appropriate conduct in the daycare setting and throughout the campus.
* Uses good people skills and behavior that is professional, collegial, respectful and maintains a positive environment while treating all people as you would want to be treated.
* Keep information confidential and conduct all activities with integrity and honesty.
* To be present, ready to work and on time for all scheduled hours.
* Recognizing when situations require more effort, putting in more time when needed, completing responsibilities in a timely manner, providing an example of punctuality for J-Care employees.
* Supervise, plan, and attend field trips for summer and school release days.
* Establish and post monthly family statements.
* Maintain a safe, clean, and positive environment.
* Develop and maintain proficiency in technology skills as the position demands.
* Conduct yearly survey of parents and students to seek improvement of program.
* Participate in extra-curricular activities in school as appropriate – Marathon, Wines to Wishes and Spring Family Night to support families and students.
* Be an example of a JOY (Jesus – Others – You) filled person.

**Job Qualifications:**

* Possess an associate degree or 2 years of college or technical school training related to the care of children.
* Possess experience working with children.
* Evidence of organizational and computer skills.
* Evidence of First Aid/CPR training or ability to obtain it.
* Obtain background check, complete Virtus class and sign an Employee Code of Conduct.
* Able to effect communicate with parents.
* Demonstrate evidence of how to read, understand and analyze the financial reports and records needed to manage the program.
* Demonstrate ability and a willingness to embrace school business procedures, strategic objectives and show full cooperation for their implementation.

**Physical Demands:**

* Ability to work up to 30 hours per week during needed times.
* Fulfill total commitments of the J-Care program and all activities of the school year.
* Lift and carry up to 30 pounds using proper lifting and carrying techniques.

**Pay Rate:**

Pay starting at \*\*\*\*