



JOB DESCRIPTION

Before and After School Care Director

Employer	St. Ignatius of Loyola Catholic School
Reports To	Head of School
Terms	Work Agreement-1 year
Position FTE	50%

SUMMARY

St. Ignatius Catholic School strives to employ an individual whose response to God's invitation is to work in a Catholic educational setting. The Before and After School Care Director will work within St. Ignatius Catholic School. This position leads general child care operations.

St. Ignatius Catholic School strives to employ an individual who is a practicing Catholic, is willing to pledge an Oath of Fidelity to the Magisterium, and will serve as a joyful role model of all that is good, true, and beautiful within the St. Ignatius community. The director is expected to model behavior consistent with the St. Ignatius mission, vision, and core values.

PRIMARY RESPONSIBILITIES

These duties may include, but are not limited to the following

- Supervise and evaluate all of the employees in the St. Ignatius Catholic School Before/After School Care Program
- Interview, hire, and complete background checks on all new employees
- Provide onboarding to all new employees
- Direct and evaluate work of employees and conduct performance reviews
- Schedule staff to ensure appropriate staff/child ratios based on daily child enrollment
- Ensure professional development of staff (in consultation with the St. Ignatius Catholic School Head of School)
- Operate within a balanced budget and maintain accurate records; Be accountable to the St. Ignatius Catholic School Head of School and the Director of Business Services
- Provide accurate check in/check out data to the business office at the end of each week
- Establish and implement policies and procedures that align with St. Ignatius Catholic School guidelines and policies
- Ensure nutritious snacks for after school care students
- Participate in providing parent orientation and communication through daily contact, conferences, newsletters, and workshops.
- Consult with parents, schools, health and governmental agencies relating to child referrals
- Develop, implement, and supervise the overall program's curriculum meeting the



- developmental needs of all children in the center
- Assist in creating developmental programs and daily routines; implement and evaluate them to ensure needs of both the children and parents are satisfied
 - Ensure a conducive and joy-filled environment for early childhood development
 - Apply positive behavior management tools
 - Ensure children remain in a safe and healthy environment, teaching essential safety and hygiene practices
 - Promptly communicate with parents/guardians regarding behaviors and/or other issues as needed
 - Keep environment tidy and organized; Model and teach students to be stewards of the environment
 - Oversee accurate check in/check out procedures; Provide data to the business services office at the end each week
 - Additional duties as assigned

DESIRED SKILLS

- Desire to motivate and work joyfully and patiently with children
- Ability to adapt to various student needs and attendance schedules
- Ability to create a courteous, disciplined instructional environment

QUALIFICATIONS

- High school diploma or equivalent
- Previous experience/training in child care leadership role
- Background in a Catholic school environment preferred
- Familiarity with Google Suite and Microsoft Suite
- Diocese of Green Bay Office of Safe Environment requirements including VIRTUS training and background check

PHYSICAL REQUIREMENTS

- Work is typically performed in an inside, temperature-controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, and the like
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school and other facilities as needed

MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Represent St. Ignatius Catholic School joyfully and professionally



- Participate collegially in our Christ-centered, mission-minded environment
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Seek opportunities for personal professional development in accord with one's role
- Demonstrate compliance with policies, protocols, procedures, directives, and core values as outlined in policies of the Green Bay Diocese, the St. Ignatius Catholic School Staff Procedural Manual (and other school handbooks as applicable)

Employee Signature _____ **Date** _____