**St. Joseph School Extended Care Director**

Are you looking for a rewarding job surrounded by faith-filled students and colleagues while having your summers off to enjoy time with your children?

St. Joseph Catholic School, 2107 E 33rd St Des Moines, IA 50317 is looking for an Extended Care Director to finish out the 2023-24 school year and continue on for the 2024-25 school year.

The Extended Care Director works to create a safe and enjoyable atmosphere for children before and after school hours. This position manages all areas of child care at St. Joseph school from 7-8am and 3:15-5:30pm during the school calendar year.

The Director will oversees staff to include site supervisors, part time adult and high school aged staff. The Director works in close collaboration with school administration to effectively run the program.

**Job Duties:**

**●** Manage all DHS program licensing requirements

**●** Hire, train, onboard, support and supervise staff members

**●** Develop and implement policies and procedures for the operation of the Extended Care in accordance with school and Diocesan policy

**●** Manage and coordinate daily activities with other staff members

● Observe, guide, supervise, and assess children during the extended school day hours

● Create and maintain safe, clean, stimulating environment where all children feel safe

● Build relationships with students, colleagues, and parents based on trust

● Communicate with parent / guardians as needed throughout the year

**Employment Requirements**

● Early childhood education, social work, or related field experience preferred but not required

● Practicing Catholic preferred but not required

● Certified in or willing to obtain (VIRTUS, First Aid, CPR, etc.) and other AEA trainings

● Strong social, communication, and interpersonal skills

● Experience working in childcare or school setting preferred

● Physical abilities:

○ Lead activities and sports

○ May require lifting up to (but not limited to) 15 lbs.

○ Ability to bend over and/or push objects

**Details and Benefits:**

● School tuition discount eligible

● Competitive salary - sign on bonus available!

● Paid on the job training and costs to obtain certifications

**Questions:**

Contact Lynn Ernst-School Administrator: 515-266-2226

**Apply:**

Submit cover letter and resume to Lynn Ernst (lernst@stjosephcatholicdsm.org)

**About Us:**

St. Joseph Catholic School opened its doors in 1949. The Precious Blood Sisters were our first teachers, ministering 23 years. In 1971, the Sisters of the Congregation of the Humility of Mary began their ministry to students, which continued for the next 18 years. Today, we are extremely proud of our highly dedicated, spiritual, and talented teaching staff.

Building on the foundation of Catholic values established in the home, St. Joseph Catholic School provides the students the opportunity for further spiritual growth and development of moral character. As a result of this philosophy, a child grows strong in the beliefs of the Catholic faith while achieving academic success.

St. Joseph Catholic School continues to educate students in Preschool through 8th Grade. We are a multicultural school community with our students coming from Des Moines, Bondurant, Altoona, Pleasant Hill, Mitchellville and Ankeny.