



EMPLOYEE JOB DESCRIPTION

JOB TITLE: Extended School Programs Director

Our Mission

Zion Lutheran School provides a Christ centered approach to education. This education nurtures the child's faith, equipping him/her to use and share that faith on a daily basis.

Our Vision

That every child knows Jesus as his or her personal Lord and Savior

JOB GOAL: The Extended School Program Director fulfills the mission of the school by providing leadership for the Extended School programs: Before School, After School, Day Service, and Summer Program.

REPORTS TO: Principal

REQUIREMENTS:

- Bachelor's or Associate's Degree with specialization in Early Childhood or Elementary Education.
- Experience working with children and adults.
- Demonstrated competence for the design and implementation of programs and activities required for a successful child care program.
- Certified in CPR and First Aid.

DUTIES AND PERFORMANCE RESPONSIBILITIES

1. Support Zion Lutheran School and its students
 - a. Support the mission, vision, philosophies, organization, and curriculum of Zion Lutheran School
 - b. Attend faculty in-services and meetings.
 - c. Provide a program of ministry that nurtures the attending students while providing a positive and safe environment.
 - d. Plan and organize activities that enlighten and engage students.
 - e. Establish and implement policies and procedures to ensure safety of students and staff.
2. Communication
 - a. Prepare, plan and communicate program policies to staff and school families for all Extended School programs.
 - b. Keep the school principal informed of all programming and noteworthy incidents.
 - c. Recommend policies of admission, attendance and tuition (in relation to the programs) to the Principal.
 - d. Prepare student account balances using TADS and provide the school finance manager with monthly billing information.
 - e. Develop and maintain positive rapport with students, parents and extended school programs staff.
3. Manage Extended School Programs staff members
 - a. Recruit, interview, hire, train, supervise and evaluate personnel. Hiring and termination is dependent on both the Director and School Principal, who has final approval of hiring and terminating personnel.
 - b. Prepare a staff handbook and update annually to be reviewed by the school Principal.
 - c. Update and schedule staff members on their responsibilities for the week.
 - d. Provide an active and ongoing structure of supervision and evaluation for employees encouraging consistency and individual growth.
4. Manage Extended School Programs budget
 - a. Manage individual family accounts to ensure the collection of payments
 - b. Establish, monitor and maintain the fiscal operations of the program.
5. Other Administrative Tasks
 - a. Manage all issues and keep all records related to the administration of the program.

- b. Assess and implement Extended Care discipline procedures consistent with the school.**
- c. Prepare an annually updated handbook on program philosophy, policies and procedures to be reviewed by the school Principal.**

EVALUATION: Annual evaluation of each area of ministry by the principal, program employees, and parent surveys

PERSONAL QUALITIES:

- **Exceptional interpersonal skills.**
- **Outstanding oral & written communications skills with a basic understanding of computers.**
- **Willingness and ability to comply with the standards for ethical and professional performance established by the State of Illinois and Zion Lutheran School**
- **Sensitivity to and respect for others**
- **Ability to serve as a positive role model for youth**