

ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY

Job Description

TITLE: Centered Care Director	SUPERVISOR: St. John School Principals
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PURPOSE STATEMENT: To oversee, coordinate, and ensure the excellence of the Centered Care program at St. John School.

RESPONSIBILITIES:
<ul style="list-style-type: none">• Creates an encouraging and safe environment for children and ensures each room is filled with structured, intentional, and age-appropriate activities to enrich the children’s emotional, social and spiritual growth.• Models’ strong leadership of the CC staff by:<ul style="list-style-type: none">○ Providing initial and ongoing coaching and training for all CC caregivers.○ Modeling a culture of learning and growth.○ Communicating clear expectations.○ Providing immediate feedback when needed.○ Schedules staff meetings and additional training as needed.• Greets parents and students warmly and communicates information to families in an appropriate and timely manner.• Ensure the established policies, curriculum, schedule, and safety and conduct procedures for Centered Care are followed.• Manages and organizes student registrations, class rosters, and placements.• Manages the registration and billing process for Centered Care program in cooperation with the accounting department.• Purchases and orders necessary supplies within budget and on time.• Participates in the hiring and scheduling process of new Centered Care employees.• Actively seeks to communicate and collaborate with other STJ staff.• Provides caregiving support in a classroom as needed during vacancies and/or absences.

WORK SCHEDULE:
Part-time position working approximately 20-24 hours per week with typical working hours Monday through Friday 2:00 to 6:00pm between July 15 th and May 31 st . Must have flexibility to work longer hours in the week leading up to the first day of school, one week after last day of school, and early dismissal days throughout the year.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:
<ul style="list-style-type: none">• Possesses strong Christian values.• A college degree in education or another related field strongly preferred.• Possesses strong organizational and administrative skills.• Experience working with children in a similar setting required.• Must possess strong leadership and coaching abilities.• Ability to plan and implement developmentally appropriate activities.• Must have excellent communication skills and have the ability to communicate effectively and appropriately with students, parents, and staff.