



Good Shepherd Catholic School

Job Description: Aftercare Director
10 Month Non-Exempt Employee

Experience needed:

- ❖ High school diploma or equivalent.
- ❖ Must be a minimum of 18 years old.
- ❖ Experience with working with elementary students preferred.

Responsible to:

- ❖ Principal

Duties and Responsibilities:

- ❖ Coordinate, plan, and direct the aftercare program.
- ❖ Maintain scheduling for all aftercare employees.
- ❖ Supervise children at all times ensuring their well being and safety.
- ❖ Recognize needs of children at different stages of development.
- ❖ Helps in the care of students as needed throughout the aftercare hours.
- ❖ Check and maintain the safety of equipment used.
- ❖ Plan and implement stimulating and productive activities.
- ❖ Treat all children with dignity and respect.
- ❖ Responsible for set up, distribution, and clean up of snack.
- ❖ Work with other members of the staff as a team.
- ❖ Discuss staffing issues with the principal.
- ❖ Make sure staff and children leave the location neat and tidy each day.
- ❖ Ensure all children are signed in and signed out by an authorized parent or nominated person.
- ❖ Communicate professionally with parents.
- ❖ Must be punctual and on-time.
- ❖ Must stay until the last child is collected and the environment is left clean and tidy.

Job Description Accountability:

- ❖ Respects Catholic values and aids students in Christian formation by exemplifying Catholic living both in and out of the classroom.
- ❖ Supports and embraces the Catholic Identity, Mission, Service and Beliefs of the school.
- ❖ Participates and meets the requirements of the For the Sake of God's Children program.
- ❖ Adheres to the Code of Ethical Standards defined by the Diocese of Wilmington.
- ❖ Completion of an acceptable background and screening reports and employment references.
- ❖ Treats confidential information about students, staff, and school affairs in a professional and ethical manner.