



St. Mary Magdalen School

Students, Parents, Teachers
One Faith | One Goal | One Vision

Job Title: Extended Care Director
Reports to: Principal

Summary of Position: St. Mary Magdalen School seeks a qualified director of our extended care program to join our faculty dedicated to nurturing and developing the whole child through education, service, and worship. Located in north Wilmington, Delaware, St. Mary Magdalen is a Catholic school serving students in grades PK3-8. As director of extended care, the individual is responsible for oversight of our before and after school program serving over 100 students each day.

Duties and Responsibilities Include: Hiring and training staff and making sure staffing is adequate for the number of students in attendance; planning daily activities and providing a daily snack; publishing and distributing a monthly calendar to the registered families; tracking daily attendance and absences; and the general overseeing of the program during the morning and afternoon hours.

The director also creates an annual budget at the request of the SMM School Board. This is a full time position with typical work hours between 7-9 AM and 1-6 PM.

Minimum Required Knowledge, Skills, and Abilities:

- Bachelors in Education or applicable field
- Experience in elementary school teaching
- Hold or be eligible for Delaware or Maryland licensing/certification
- Desire to become part of a thriving school team and community