



# ST. JOHN THE BELOVED SCHOOL

The Mission of St. John the Beloved School is to teach and model the Gospel of Jesus Christ, foster academic excellence and encourage service to others.

*"Beloved, let us love one another, for love is from God." 1 John 4:7*



## After-School Program Director

Grades: 3-Year-olds through 8th Grade

### Position Summary:

The After-School Program Director is responsible for the daily operations, staff management, and overall development of the after-school program for students aged 3 through 8th grade. This role ensures a safe, engaging, and enriching environment for students while maintaining effective communication with families and staff.

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### Key Responsibilities:

#### Program Oversight & Development

- Design, implement, and evaluate age-appropriate curriculum and enrichment activities
- Ensure alignment with school values, policies, and educational goals
- Maintain a safe, nurturing, and inclusive environment for all students
- Follows all DELACARE regulations
- Licensed through DELACARE

#### Staff Management

- Hire, train, schedule, and supervise program staff and volunteers
- Conduct performance evaluations and, when necessary, implement disciplinary actions or terminations
- Create and manage staff schedules to ensure proper coverage

#### Safety & Security

- Enforce all health, safety, and emergency protocols
- Maintain accurate records of incidents, injuries, and attendance
- Ensure staff are trained in first aid/CPR and emergency procedures

#### Administrative & Financial Management

- Manage payroll submissions and track employee hours
- Process program fees, track payments, and follow up on outstanding balances
- Purchase and maintain equipment, supplies, and snacks within budget

## **Communication**

- Serve as primary contact for parents/guardians regarding program updates, concerns, and student behavior
- Communicate clearly and professionally with school leadership and other departments
- Prepare reports and updates as requested

## **Catholic Identity Commitment**

- Support the teachings, values, and traditions of the Catholic Church
- Contribute to the faith life of the school community
- Uphold the ministry of Catholic education in word and example

## **Qualifications:**

- High School degree or Associates degree accepted
- Bachelor's degree in Education, Child Development, or related field preferred
- Minimum 2 years experience in program leadership or child care management
- Strong organizational, leadership, and interpersonal skills
- Proficient in Microsoft Office or similar administrative tools
- CPR/First Aid certification (or ability to obtain)

## **About Us:**

St. John the Beloved School is a faith-filled community dedicated to academic excellence and the formation of the whole child. We seek educators who are passionate about early childhood education and inspired to serve within a vibrant Catholic school community.

Interested applicants should supply a cover letter and resume to Mrs. Cathy Shields, administrative assistant, at [cshields@sjbde.org](mailto:cshields@sjbde.org) or 302-998-5525.