

Job Title: Extended Care Director
Location: Northside Catholic Academy
Reports To: Principal
Job Type: Part-Time | Non-Exempt

Position Summary:

The Extended Care Director is responsible for the planning, implementation, and supervision of the school's extended care program outside of regular operating hours. This includes before- and after-school extended care services, as well as the administrative aspects of enrichment activities after school, including athletics. The Director ensures the provision of a safe, nurturing, and engaging environment that supports the physical, emotional, and educational needs of participants.

Key Responsibilities:

- **Program Leadership & Oversight**
 - Design, implement, and evaluate all aspects of the extended care program and the after-school enrichment program.
 - Ensure all activities are age-appropriate, inclusive, and aligned with the mission of the organization.
 - Create a positive and respectful atmosphere that supports the mission and values of the Catholic Church.
 - Develop schedules, routines, and curricula that balance structured and unstructured time.
 - Ensure all after-school vendors are in compliance with archdiocesan policies and procedures.
- **Staff Supervision**
 - Supervise extended care staff, including aides, activity leaders, and volunteers.
 - Create and maintain staff schedules and ensure adequate coverage at all times.
- **Health, Safety, and Compliance**
 - Ensure the program operates in compliance with licensing regulations, health and safety standards, and organizational policies.
 - Maintain accurate records of attendance, incidents, medications, and permissions.

- **Budget & Administrative Oversight**
 - In collaboration with the business manager and the principal, manage the extended care budget, including supplies, and program fees.
 - Monitor enrollment, billing, and payment systems in coordination with the business manager.
 - Handle billing for in-house after-school enrichment programs and for athletic programs.
 - Purchase and maintain inventory of supplies and materials.
- **Family Engagement**
 - Serve as the primary point of contact for families enrolled in the extended care program and enrichment programs.
 - Communicate regularly with parents/guardians regarding schedules, incidents, and updates.
- **Program Development**
 - Identify opportunities for growth, improvement, or expansion of extended care services.
 - Partner with local organizations or professionals to offer enrichment activities (e.g., art, sports, STEM).
 - Conduct regular assessments to ensure the program meets the needs of children and families.

Qualifications:

- Strong leadership, organizational, and communication skills
- Ability to build strong relationships with staff, children, and families
- Proficiency with scheduling, budgeting, and administrative tools
- Minimum 3–5 years of experience in program coordination or management, preferably in extended care, childcare, or after-school programs preferred.

Working Conditions:

- Must be available to work during extended care hours:
 - General working hours are 2:00 - 6:00 Monday, Tuesday, Thursday, Friday and 1:30 - 6:00 on Wednesday.
 - Availability to sub for scheduled morning staff 6:30- 8:00 am.
- Ability to stand, walk, lift, and supervise active children

Compensation

- Competitive salary based on relevant education and experience, from \$20-\$25.00 per hour.

- This position is not eligible for benefits.

To Apply:

Submit a resume, cover letter, and three professional references to Terese Black, principal at tblack@ncaschools.com.

Northside Catholic Academy, a Catholic elementary school committed to nurturing the spiritual, academic, and personal development of its students, is seeking a compassionate

and responsible Extended Care Supervisor. This role provides supervision and care for students before and/or after school hours in a safe, nurturing, and faith-filled environment.

Key Responsibilities:

- Maintain accurate attendance records and incident reports when necessary.
- Complete accurate billing in FACTS tuition management system.
- Communicate effectively with school staff and parents/guardians as needed.
- Help set up and clean up activity spaces before and after care sessions.
- Ensure compliance with school policies and safety procedures at all times.
- Supervise extended care workers in fulfilling their duties and following policies and procedures.
- Supervise students enrolled in the extended care program, ensuring their safety and well-being at all times.
- Ensure that program is fully staffed each day
- Create a positive and respectful atmosphere that supports the mission and values of the Catholic Church.
- Lead and engage children in age-appropriate activities such as games, homework support, crafts, and outdoor play.
- Monitor student behavior and encourage respectful, cooperative interactions.

Qualifications:

- Minimum age: 21 years old.
- High school diploma or equivalent required.
- Previous experience working with children preferred.
- Willingness to work in a Catholic school environment and support the school's mission and values.
- Strong communication and interpersonal skills.
- Dependable, patient, and attentive.
- Ability to supervise multiple children and manage time effectively.
- CPR and First Aid certification (or willingness to obtain upon hire).

Work Schedule:

- Available shifts for the 2025-26 school year include:
 - Mondays, Tuesday, Thursday, Friday, 2:30-5:00 PM
 - Wednesdays, 1:45-5:00 PM
- Note: Extended care runs from 6:30 - 8:00 daily and until 6:00 pm daily. Director is responsible for ensuring these shifts are fully staffed.
- Additional hours may be available on early dismissal or non-instructional days.

The Archdiocese of Chicago offers a comprehensive total rewards package to include competitive compensation and benefit programs. Information about our benefit programs is available [here](#).