**Most Holy Trinity School**

**Extended Care Director Job Description**

Most Holy Trinity School is hiring for a part time Extended Care Director for the 2021-2022 school year.

**Introduction**

Most Holy Trinity School (MHT) is looking for a dedicated educator to help lead the continued re-creation of our school. At MHT, we lead with love, which means that community is at the heart of what we do. We are also part of the Ignatian Elementary Schools Network, which means we are committed to:

*Serving the poor, praying the Examen and developing Ignatian Spirituality, continuing the Jesuit tradition of becoming intellectually competent, and developing & sustaining inclusive communities, all within the challenges of the modern world.*

Since the founding of the school in 1965, Most Holy Trinity School has faithfully served Eastside San José by providing a loving, Catholic education grounded in the Ignatian tradition. We are part of Most Holy Trinity Parish on Cunningham Avenue and primarily serve East San José students. We seek to achieve educational equity through commitment to inclusive, innovative teaching and learning.

**Mission Statement**

Most Holy Trinity School, a diverse Catholic Community, provides students with an excellent education and a joyful prayer life. We empower students to become lifelong learners who strive to reach their full potential as responsible citizens.

**Vision for Students**

MHT School students are future ready (high school, college, and career), are proficient in 21st Century skills (critical thinking, media literacy, communication, etc.), and possess a growth mindset. They are honest, responsible, empathetic, and compassionate.

**Purpose**

The primary function of the Extended Care Director is to provide the children with a safe environment during the hours that they are not in the school. The Extended Care program is a vital aspect of the school’s commitment to serving a diverse community as it provides child care to families who work outside of school hours.

The Director of the Extended Care Program is a sensitive and professional minister who provides leadership, direction and oversight for the Extended Care Program within the context of the Mission of Most Holy Trinity School.

**Specific Job Responsibilities**

* Responsible for the safety and well-being of the children in Extended Care by providing careful and concentrated supervision of the children’s activities such as homework, arts and crafts, recreation, and outside play. No student may be left unsupervised at any time.
* With the Principal, develops and enforces policies and procedures that guide the day-to-day operation of the Extended Care Program.
* Directs all planning of program curriculum.
* Develops and maintains appropriate standards for children’s behavior by taking disciplinary action as needed
* Administers first aid to children when necessary.
* Maintains confidentiality with parents and children.
* Hires (in conjunction with the principal) and supervises employees and/or volunteers to work in the Extended Care Program as needed.
* Collaborates with the Principal on the preparation of the annual Extended Care Program budget.
* Maintains current and accurate bookkeeping for extended care services in collaboration with the financial operations manager, including accounting procedures for the billing of extended cares fees.
* Purchases and maintains supplies for the Extended Care Program including food, equipment and other necessary materials.
* Oversees the weekly menu for snacks and provides food service.
* Maintains a clean, safe and orderly environment.
* Supervises children in cleaning the general area. Cleans sink, tables and countertops daily.
* Checks the facility, including bathrooms, to make sure lights are off and doors are locked when the Extended Day Care area is not in use.
* Attends all meetings and training sessions when appropriate.

**Schedule:**

The Extended Care Program operates during the school year only on days that the school is open and in session. The scheduled hours of operation are Monday through Friday between 7:00am – 7:30am in the morning and then again between 3:00pm – 5:00pm in the afternoon. On days when the school closes early (Wednesdays and other days throughout the year), Extended Care hours will be the same in the morning, but will begin at 12:00 noon.

**Qualifications**

* Proven ability to care for children, provide a safe environment for children and relate well to them.
* Ability to work effectively with adult staff and parents, preferably in a supervisory capacity.
* Proven ability to work with minimum supervision.

**To Apply**

Send resumé, cover letter, and a list of 3 references to [douglas.hosking@dsj.org](mailto:douglas.hosking@dsj.org).

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Most Holy Trinity School and all Catholic Schools in the Diocese of San Jose are mindful of their mission to be witnesses to the love of Christ for all, and admit students of any race, color, and nationality and/or ethnic origin of the rights, programs, and activities generally accorded or made available to students at the schools.

The Catholic Schools in the Diocese of San Jose do not unlawfully discriminate of the basis of race, color, and national or ethnic origin, age, sex or disability in the admission of students, the administration of educational policies, scholarship, and loan programs, and athletic and other school-administered programs. Likewise, Most Holy Trinity School and all the Catholic schools in the Diocese of San Jose do not discriminate against any applicant for employment on the basis of sex, age, disability, race color and national and/or ethnic origin. (California Catholic Conference, March 1994, revised January 1997)