

Position Announcement: Extended Care Coordinator (K–8)

Our parish school is seeking a dedicated, organized, and mission-driven individual to serve as **Extended Care Coordinator** for our K–8 after-school program. This position provides safe, structured, and nurturing supervision for students from 3:30-5:30pm on school days while supporting families' childcare needs and ensuring responsible program management.

Position Summary

The Extended Care Coordinator oversees the daily operation of the after-school program, including student supervision, staffing, scheduling, communication with families, and attendance tracking. The coordinator will implement procedures that ensure student safety, efficient check-in and dismissal, and sustainable program operations aligned with school policies and Catholic values.

Key Responsibilities

Program Leadership and Supervision

- Supervise students in grades K–8 during extended care hours
- Maintain a safe, orderly, and welcoming environment
- Plan age-appropriate quiet activities, homework support, and recreational options
- Ensure compliance with school, parish, and archdiocesan safety requirements

Operations and Administration

- Manage daily attendance and parent sign-in/sign-out procedures
- Coordinate scheduling based on committed days of attendance
- Monitor student-to-staff ratios and determine when assistant support is required
- Communicate regularly with school leadership and families regarding policies, schedules, and concerns

Staff Coordination

- Recruit, train, and supervise program assistants as needed
- Ensure assistants meet required age, training, and compliance standards (including safe-environment training)
- Provide clear expectations and direction for staff on duty

Financial and Enrollment Oversight

- Support implementation of program fee structures approved by school leadership
- Monitor enrollment to maintain financial sustainability

Qualifications

- Experience working with children in an educational, childcare, or youth program setting
- Strong organizational, communication, and supervisory skills
- Ability to manage multiple responsibilities in a structured environment
- Commitment to student safety and positive behavior management
- Alignment with the mission and values of Catholic education
- Ability to meet all required background checks and safe-environment training

Preferred Qualifications

- Prior experience coordinating childcare or extended-day programs
- Experience supervising staff or volunteers
- First Aid/CPR certification (or willingness to obtain)

Position Details

- Serves students in grades K–8 only
- Assistant support provided when enrollment exceeds established ratios
- Compensation commensurate with experience
- School-year position following the academic calendar

Application Process

Interested candidates should submit a cover letter, résumé, and references to the school office. Review of applications will begin immediately and continue until the position is filled. Please contact Heather Stessman, Principal, at hstessman@cccparish.org or 785.331.3374 for more information.