

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Notre Dame School- Chico

POSITION: Extension Director

CATEGORY: Exempt-Non Contracted

POSITION STATUS: Part Time

SUPERVISOR: Principal

JOB SUMMARY: The Director, under the supervision of the principal, is the manager of all affairs and is responsible for the operations of the Extension Program.

ESSENTIAL FUNCTIONS

General Responsibilities:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal

Administrative Responsibilities

- Supervises the management and all issues related to the administration of the program, as designed by the principal.
- Keeps attendance records that pertain to the administration of the program.
- Keeps informed of all general school policies, and relevant laws and regulations.
- Seeks feedback on the program from those involved, i.e. staff, parents, students, and makes adjustments when necessary.
- Visits and observes other similar programs.
- Communicates with the principal regarding repairs and maintenance.
- Monitors and submits time sheets to the bookkeeper and principal

Personnel Responsibilities:

- Plans and schedules staff responsibilities.
- Recruits applicants to fill staff vacancies.

Organizational Responsibilities:

- Plans space usage with the principal.
- Keeps inventory record and manages supplies.
- Assists the staff in developing a workable plan for using the indoor and outdoor space that has been allotted to the Extension Program.
- Replaces equipment and supplies as needed.
- Schedules the use of shared classroom space and equipment.
- Arranges for substitute help as needed.
- Assists staff in planning and executing a daily schedule which may include organized activities, crafts, academic enrichment, homework time, and snacks.
- Lock and secure all Extension facilities prior to leaving the premises.

Health and Safety Responsibilities:

- Maintain cleanliness and housekeeping of facilities in clean, sanitary, and operable conditions.
- Keeps emergency forms on all Extension personnel and Extension students.
- Follows the school legal health and safety directives.
- Implements a program of playground safety.
- Plans and implements a snack program based on sound nutritional principals.
- Communicate with parents and faculty regarding student behaviors and concerns.

Record Keeping Responsibilities:

- Operates the program within the budget
- Submit all planned purchases for administrative approval prior to procurement.
- Purchases equipment, snacks, and supplies.

MINIMUM QUALIFICATIONS:

Must be 21 years of age with a high school diploma and some experience with supervision of children.

Must be interested in working with children and demonstrate an understanding of the developmental needs of children.

Must be a warm, caring person capable of assisting children.

Experience: Previous supervision of children

Skills / Knowledge:

- Confirms knowledge of Notre Dame School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Notre Dame School
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE