

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: St. Philomene School**

**POSITION: Extension Director**

**CATEGORY: Exempt-Non Contracted**

**POSITION STATUS: Part Time, 30 hrs.**

**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.
- Defines policies of admission, attendance, and fees with approval of the school administrator.
- Keeps attendance records that pertain to the administration of the program.
- Keeps informed of all general school policies, and relevant laws and regulations.
- Prepares periodic reports on the state of the program.
- Seeks feedback on the program from those involved, i.e. staff, parents, students, and makes adjustments when necessary.
- Visits and observes other similar programs.
- Prepares an Extension Handbook on program policies and procedures.
- Communicates with the principal regarding repairs and maintenance.
- Monitors and submits time sheets to the bookkeeper.
- Conducts regular scheduled staff meetings keeping the principal informed.
- Plans for the orientation of newly enrolled students.
- Distributes Extension Handbook at the time of enrollment.

#### **Personnel Responsibilities:**

- Plans and schedules staff responsibilities.
- Recommends staff to the principal for hire.
- Supervises and evaluates staff, yearly, with the principal.
- Maintains adequate staff to meet the needs of the program and adjusts based on enrollment.
- Plans and implements procedures that lead to wholesome interpersonal relationships between staff members and with individuals to solve issues which may occur.

**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.
- Arrange 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.

Must be bilingual in Spanish and English

**Experience:** Previous supervision of children

**Skills / Knowledge:**

- Confirms knowledge of St. Philomene's mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Philomene
- 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

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE