

## **Extended Care Lead**

Status: Non-Exempt, Full-Time, Academic Year

### **Overall Objectives**

Works with school personnel and families to provide a safe and nurturing Extended Care environment and to ensure smooth operation of the Extended Care program.

### **Principal Roles & Responsibilities**

- Monitors extended care, handles discipline, and addresses health and first-aid needs.
- Maintains accurate records in the Silent Dismissal system and works with system developer to debug and problem-solve; handles monthly billing uploads and email notifications, responds to billing inquiries, and follows up on unpaid balances.
- Oversees extended care staffing and programing schedules, prepare daily rosters and snack counts, conducts team meetings, and represents Extended Care at school events.
- Plans and organizes Extended Care activities and projects, and orders supplies accordingly.
- Manages the after-school tutoring program by matching students with tutors, monitoring attendance, and sending out invoices and payment reminders.
- Serves as back-up for the Enrichment Lead.
- Handles childcare requests from school parent organization (YACA).
- Engages in other projects as assigned.

### **Program Compliance**

- Maintains accurate records and proper documentation.
- Prepares and submits required reports on time.
- Attends all required safety and health training.
- Follows all school policies and protocols.
- Participates in all required school activities.

### **Communication**

- Prepares weekly newsletter submission
- Actively participates in team and staff meetings.
- Communicates effectively and promptly with school personnel, families, and external service providers.
- Reads all school communication and responds to emails and phone calls in a timely manner.

### **Professional Conduct**

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.

- Maintains positive working relationship with school personnel, families, and external service providers.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

**Qualifications:**

- Bachelor's degree.
- Prior experience in extended care, billing, or student management preferred.
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google applications).

**Employee Requirements**

Must meet all employment requirements, including but not limit to: criminal background checks and reference checks.

**Salary:** Competitive, performance-based increases, generous benefits package.

**Start Date:** August 1, 2018

**To Apply:** Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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