

# TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

## Job Description - Extended Care Director

Initial Adoption Date: 4/8/04  
Date of Last Review:  
Date of Last Revision:

IA Code #:

### **Basic Function**

The Extended Care Director will oversee the Extended Care Program in accordance with the Trinity Lutheran School Board of Christian School guidelines.

### **Relationships**

Responsible to: Principal

Works with: Extended Care Staff, teachers, Extended Care Board

### **Qualifications**

1. Shall model the Christian faith.
2. Shall understand and support the philosophy of the school.
3. Shall have a minimum of a high school education.
4. Shall demonstrate the ability to oversee a staff of people.
5. Shall be certified in Medication Administration.

### **General Responsibilities**

1. Update handbook.
2. Prepare information sheets to parents.
3. Coordinate snack calendar.
4. Call staff and board meetings.
5. Handle the finances of the program.
6. Scheduling of staff.
7. Oversee turning in of time cards.
8. Hire and dismiss staff.
9. Organize all field trips.
10. Plan activities for full and half days off.
11. Conference with parents when needed.
12. Handle discipline decisions.
13. Assist with homework.
14. Meet with principal on a regular basis.