

# Immanuel Lutheran Church & School

## Job Description

**Preamble:** It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

**Job Title:** Extended School Supervision Director

**Reporting To:** Principal

**Status:** **Nonexempt** • Part-Time or Full-Time

**Salary:** Commensurate to experience and budget resources available

**Employment Term:** This 10-month position follows the school calendar as approved by the Board of Christian School starting on or around August 15 and ending on or around June 1 annually. Employment is at-will according to the Personnel Policy Manual.

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### **Purpose of the Position**

The Extended School Supervision (ESS) Director is responsible for coordinating, directing and providing leadership for the ESS program including the day-to-day supervision of program aides.

### **Academic / Professional Qualifications**

- High school diploma required; a bachelor's degree is preferred.
- Completion of some college level courses in childcare or education preferred.
- Minimum of three years' experience in childcare.
- Administrative and supervisory experience in childcare preferred.
- Member in good standing of an LCMS congregation preferred.
- Positive Christian role model

### **Key Competencies & Skills**

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Personal emotional management
- Anticipate, solve and prevent problems
- Supervise and manage a staff
- Work with a sense of urgency
- Work as part of a team
- Multi-task

### **Work Schedule**

The work schedule is determined by the principal according to the needs of the program. During the school year, the work schedule is generally 2:00pm – 6:00pm on days school is in session.

### **Essential Duties & Responsibilities**

- Work with the principal and School Board in securing qualified personnel for the ESS Aide and Assistant positions.
- Orient, develop and train all ESS staff to ensure continuity of the program; familiarize the ESS staff with all policies, procedures, and responsibilities.

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### Essential Duties & Responsibilities - continued

- Supervise the ESS staff.
- Schedule ESS staff according to the needs of the program and in conjunction with the Principal. Develop and implement procedures for managing staff work hours including absences, substitutions, part-time work week limits, and staff to student ratios.
- Carry out annual, written performance evaluations for all staff.
- Develop and maintain an annual calendar for the ESS program.
- Ensure rooms and facilities utilized by the ESS program reflect a professional and Christian environment.
- Coordinate with the building engineer to ensure the ESS department is clean and all equipment is in working order.
- Communicate professionally and effectively with parents, both in written form and in person.
- Communicate and publicize the ESS program to the congregation and the community.
- Publicize and promote the K-8 Christian Day School to all non-Day School participants.
- Conduct parent facility tours and interviews with those considering ESS enrollment.
- Work with appropriate church board and school leaders to carry out the ESS ministry.
- Grow professionally through educational readings, attendance at workshops and participation in the undergraduate and graduate level courses.
- Cooperate with the principal and School Board by performing other duties when asked to do so and by regularly reporting the status of the ESS program with regard to enrollment, budgeting, hiring or any situation that might have a significant effect on the program or school as a whole.
- Administer the procedures, policies, and forms for such things as field trips, movies, snacks, parties, and activities.
- Set-up enrollment procedures, open-house programs, parent orientations, and parent education programs.
- Ensure the weekly ESS schedule provides a well-rounded program that includes snack time and a variety of activities: service project, art, cooking, Bible Study, and movie day.
- Meet with the ESS staff at least twice monthly during the school year. The ESS staff meeting schedule will be determined at the August meeting prior to the start of the school year. ESS staff meetings shall cover, but are not limited to, the following items:
  - Planning the daily schedule, programs and activities.
  - Communicating staff policies.
  - Communicating information about students enrolled in ESS.
  - Reporting needs of equipment and materials to the principal.
- Meet monthly with the principal.
  - Relate needs and concerns of the ESS staff.
  - Develop staff policy as needed.
  - Report needs for equipment and materials.
  - Coordinate schedules for use of the gym and rooms for ESS.
  - Coordinate schedules to determine when ESS should be available on days school is not in session.
- Work with principal and staff to provide firm and fair Christian based discipline.
- Oversee the administration and record keeping of medication and health needs.
- Order materials and equipment for the ESS program.
- Coordinate with the school office to prepare parent handbook materials, ESS registration forms, mailings, program advertisements, and other needed documents.
- Coordinate with the school office to provide ESS communication to parents with the summer mailing.
- Send communication to parents throughout the ESS school year as needed.
- Ensure students check in and out of ESS properly.
- Provide a monthly ESS report to the Board of Christian School during the school year.
- Administer the procedures, policies and forms for such things as field trips, parent involvement activities, special ESS programs on days the school is not in session.
- Other duties as directed by the Principal and School Board.

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### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal school facility levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal school facilities, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.