



EAST HILL

CHRISTIAN SCHOOL

Job Description: Extended Care Program Director

General Description

East Hill Christian School is a not-for-profit, private, accredited Christian school serving students in the historic East Hill community in Pensacola, Florida. Grounded in Christian principles, our school strives to create an environment that fosters spiritual growth, academic excellence, and character development. The extended care program is a vital part of EHCS's programmatic offerings.

Job summary

As the Extended Care Director at East Hill Christian School, you will play a key role in providing a safe, enriching, and Christ-centered environment for students participating in our extended care program. This position is ideal for an individual with a passion for nurturing the well-being of students outside regular school hours, promoting character development, and upholding the values of our Christian community. The ability to build partnerships with parents and colleagues is paramount to success in this position. The extended care program director reports to the elementary principal.

Type of Position

10-month non-exempt employee, hourly wage. Must be available between the hours of 2:00 p.m. and 6:00 p.m.

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice
- Believe and actively support the school's statement of faith
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct
- Evidence the fruit of the Spirit in dealing with people
- Share the Christian faith with others
- Have a Christ-centered home
- Actively participate in a local Bible-believing church

Required Professional Qualities

- Experience in extended care, teaching, children's ministry, or a related field preferred.
- Demonstrated leadership and supervisory experience and skills
- Exhibit a strong faith and exemplary lifestyle
- An understanding of child development and age-appropriate strategies for learning and behavior management
- Able to establish and maintain effective professional relationships
- Able to accept direction
- Must exercise good judgment
- Must submit to a background check

Essential Job Functions

- Design, implement, and oversee a comprehensive extended care program for students, ensuring alignment with the school's mission and values.
- Develop age-appropriate activities that promote creativity, physical activity, and social interaction.
- Supervise and lead a team of extended care staff, providing guidance, training, and support.
- Foster a positive and nurturing atmosphere within the extended care program.
- Ensure the safety and well-being of students during extended care hours.
- Implement and enforce safety protocols and emergency procedures.
- Maintain regular communication with parents regarding program details, updates, and student progress.
- Address concerns or issues promptly and effectively.
- Infuse Christian values into the extended care program, promoting a Christ-centered environment.
- Organize and lead age-appropriate devotional or character-building activities.
- Collaborate with school administrators, teachers, and other staff to align extended care activities with the overall school mission.
- Coordinate with teachers to ensure a seamless transition between school hours and extended care.
- Oversee administrative tasks, including enrollment, attendance tracking, and program evaluation.
- Maintain accurate records and reports related to the extended care program.
- Foster positive relationships with parents through regular communication, feedback sessions, and involvement in school events.
- Solicit and consider parent input for program improvement.

To apply, please send a letter of interest and resume by email to:

Dr. Lori Hadley L_hadley@ehcseagles.com

Please direct questions to the same.

Applications are considered as they are received, and the position is open until filled