



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Before and After School Care Director**

**Opening Date:** May 10, 2018

**Closing Date:** May 31, 2018

**Location of Job:** St. John the Baptist School

**Location Address:** 10956 SE 25<sup>th</sup> Avenue, Milwaukie, Oregon 97222

**Position Start Date:** August 27, 2018

**Position:** Part Time

**Position Summary:** St. John the Baptist is seeking an energetic, creative, loving and experienced Before and After School Care Director for grades K-8 for the 2018-1019 school year. The director will work closely with the preschool staff, the principal and the parish staff. The Center will be open on all regular school days from 6:30 am to 8:00 am, 3:15 pm to 6:00 pm (M, T, Th ,F) and 2:15 pm to 6:00 pm (W). All day care (6:30 am to 6:00 pm) may be provided on in service days based on enrollment.

### **Job Duties:**

Be responsible for basic administrative functions, including, but not limited to:

1. Maintaining records
2. Ensuring appropriateness of program activities according to age and developmental levels of children
3. Staff training (when necessary)
4. Working with parish and school staff to maintain building and grounds health and safety
5. Food purchasing and handling
6. Operating the center in compliance with licensing requirements

**Skills / Education:**

Applicants MUST meet Oregon Child Care Center Director Qualifications:

1. Be at least 21 years of age
2. Have at least one year of training and/or experience in management and supervision of adults AND have knowledge of child development for the primary ages (5-12), as evidenced by a combination of professional references, education, experience or training; or documentation of attaining at least step nine in the Oregon Registry Application
3. Must also be enrolled in Oregon Criminal Registry (including fingerprinting)
4. Possess Oregon Food Handler's Card
5. Be First Aid / CPR certified
6. Possess ability to recognize and report Child Abuse and Neglect, Introduction to Child Care Health and Safety
7. Completion of Called to Protect Training once hired

**To apply, please send documentation of the requirements listed above with a resume, 3 references and a cover letter to Dr. Angela Gomez at:**

**[drgomez@sjbcatholicschool.org](mailto:drgomez@sjbcatholicschool.org).**

**Please contact Dr. Gomez at 503-654-0200 with any questions.**