



Position Title:	School-Age Program Director
Location:	TBD
Reports To:	School-Age Administrative Team
Salary:	\$18 - \$20 per hour
Date Posted:	May 1, 2025

## **Strong Beginnings... Bright Future!!**

The Van Buren Public Schools Extended Care Program is committed to providing safe, dynamic and enriching experiences in an environment conducive to the development of the whole-child.

As a School-Age Program Director, you'll lead a team to provide before and after school enrichment for elementary and/or intermediate school students that nurtures curiosity, builds confidence, and helps children achieve their full potential.

### **What You'll Do**

This role allows you to make a meaningful impact during critical out-of-school hours. You will:

- Ensure your site is operating effectively; maintain licensing, safety, and educational standards.
- Cultivate positive relationships with families, teachers, school and district leaders, state licensing authorities, community contacts, and other partners.
- Lead recruitment and enrollment efforts of new families and children (participate in parent orientations, open houses, and district meetings).
- Plan and prepare a variety of developmentally appropriate activities by the beginning of each week.
- Ensure that each child and all areas are adequately supervised at all times, and be aware of what is happening in other areas. Assign assistant(s) as needed to accomplish the same.
- Plan for a daily nutritious snack, implement curriculum and post menu for parents and children to see. Make accommodations for students with food allergies. Oversee snack preparation and service and encourage children's participation.
- Support assistants in developing and improving skills.
- Keep parents informed by posting plans, menus, daily schedules, staff schedules.
- Act as a liaison between families and the child's school teacher to relay information and medication, and to help the child get to care from his/her classroom.
- Interact with each parent daily to relay information about his or her child's time in the program.
- At the end of each session, make sure the childcare room is prepared for the next group.
- Advise the Administrative Team of problems, needs and adjustments regarding the program, staff, and/or children and their families. Provide feedback regarding assistants' job performance as needed.
- Maintain all records to comply with all LARA rules and regulations.
- Ensure emergency forms are on file for each child. Be aware of special circumstances, including health concerns, food allergy plans, custody issues, etc.
- Responsible for billing and invoicing processes, including weekly attendance information and proper submission of DHS billing.
- Maintain records for each child, including health forms, food allergy forms, medication records, and attendance.
- Adhere to district policies and procedures as well as Staff Handbook guidelines.

- Verify attendance for each session, follow up on missing children, keep head counts.
- Verify staff sign in and sign out for payroll in Procure each week.
- Provide coverage at additional sites as requested by the Administrative Team.
- Other duties as assigned.

**Schedules vary but require weekday availability as follows:**

- **6:30 AM- 9:15 AM and 4:00 PM- 6:00 PM (elementary schools)**
- **6:30 AM- 8:15 AM and 3:00 PM- 6:00 PM (Owen Intermediate)**

This position is paid 35 hours per week to include time allocated for lesson planning, weekly program director meeting, staff training, family communication, registration, billing, and other related tasks.

This position is during the school year, with options for part-time summer hours for registration responsibilities.

### **What We're Looking For**

Our ideal candidate is someone who thrives in a team environment, brings enthusiasm to their work, and has:

#### Minimum Education Requirements (must have one or more of the following):

- Bachelor's Degree in Early Childhood is preferred- from an accredited college or university as determined by the Michigan State Department of Education.
- Meet the minimum requirements as stated by the State of Michigan Department of Human Services Office of Children and Adult Licensing; Licensing Rules for Child Care Centers for a Program Director.
  - Associates degree in a child-related field with 480 hours of experience or
  - Montessori credential with 12 semester hours in a child-related field with 480 hours of experience or
  - Michigan school age credential with 12 semester hours in a child-related field with 480 hours of experience or
  - Has Child Development Associate credential with 12 semester hours in a child-related field with 480 hours of experience or
  - Has 60 semester hours with 12 semester hours in a child-related field with 720 hours of experience or
  - Has high school diploma/GED with 6 semester hours in a child-related field with 2880 hours of experience.

#### Minimum General Requirements:

- 2 semester hours or 3.0 CEUs in child care administration
- Background knowledge of State of Michigan Department of Human Services Office of Children and Adult Licensing; Licensing Rules for Child Care Centers.
- Must have the physical stamina to work long and flexible hours.
- Demonstrate ability to organize and operate programs.
- Demonstrate the ability to communicate both verbally and in written form with school administrators, staff, parents and children.
- 3 years of experience with school-age children
- A solid understanding of child development and educational best practices.
- Strong communication skills and the ability to collaborate effectively.
- The ability to meet state licensing requirements and pass background checks.

### Certificates, Licenses and Training:

- Health and Safety Training
- Cardiopulmonary Resuscitation (CPR) and First Aid Certification required within the first 90 days
- Comprehensive Background Check

### Supervisory Responsibilities

Supervises assistants and students.

### 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.

The noise level in the work environment is moderate. Duties are performed indoors and occasionally outdoors.

Apply: [www.vanbureschools.net](http://www.vanbureschools.net) under Employment Opportunities

Application Deadline: **May 15, 2025**