



MT. JULIET CHRISTIAN ACADEMY

Mission Statement: As a ministry of First Baptist Church Mt. Juliet for over 40 years, our mission is to partner with families in developing students to think, lead, and live as Christians based upon a biblical worldview.

Job Description

JOB TITLE: Extended Care Director | REPORTS TO: Pre-K Director

PRIMARY PURPOSE: Plan, organize, staff and operate the academy's before and after-school child care program along with holiday care and summer care in a safe and caring atmosphere.

QUALIFICATIONS:

- Must be a Christian with sound Christian character and witness.
- Must pass a criminal background check and demonstrate Christian principles in relating to students, parents, and others.
- Understanding of the characteristics and development of young children.
- Must have proven experience in child care.
- Must have strong organizational and communication skills.
- Must hold or be willing to secure a certificate of training in First Aid and CPR.

DUTIES AND RESPONSIBILITIES: This position may perform to a greater or lesser extent some or all of the following duties:

- Ensure that policies relative to student safety and discipline are enforced.
- Recruit, train, schedule, supervise and evaluate a sufficient number of workers and substitutes to ensure student safety and supervision.
- Determine the type and quantity of supplies, materials and equipment needed to engage children in enjoyable, instructive and creative activities.
- Relate in a positive "service-oriented" manner with parents, and faculty.
- Secure required staff training in compliance with standards of the State of Tennessee.
- Stay abreast of and ensure compliance with state-mandated specifications relative to child/worker ratios, safety, cleanliness and security measures.
- Maintain all records necessary to document attendance, departures, non-custodial parents, parental and emergency contact information.
- Organize and supervise the MJCA Summer Care and Holiday Care Program.
- Develop, implement and assess monthly units and themes for children.

EXPERIENCE:

- Minimum of a high school diploma.
- Minimum of 5 years of child care experience.
- Experience in a management position is preferred.