

Dual Language Extended Care Director

Extended Care Director is responsible for the daily operation of Extended Care.

Full-Time Position

Hours 1pm-6:30pm (with some flexibility)

Qualifications:

The Dual Language Academy Extended Care director must be at least 19 years old and participate in the Archdiocese of Omaha's Safe Environment Training and obtain a clear background check. In addition the Extended Care director must meet at least one of the following guidelines:

1. Hold a bachelor's degree from an accredited college/university in early childhood education, education, or child/youth development;
2. Hold a bachelor's degree from an accredited college/university with at least 6 credit hours in early childhood education, education, or child/youth development;
3. Hold an associate degree from an accredited college/university in early childhood education, education, or child/youth development;
4. Have a Child Development Associate Credential; or
5. Have a high school diploma or GED and 3000 clock hours of verifiable experience in organized group activities for children age birth to 13 as indicated by a positive reference from a former employer or supervisor and:
 - a. Have successfully completed 6 credit hours or 36 clock hours of Department approved training in administration, early childhood education, or child/youth development. Business courses may be included, not to exceed one-half of the credit or clock hour requirement; or
 - b. A written, department approved plan to acquire at least 6 credit hours or 36 clock hours of department approved training in administration, early childhood education, education, or child/youth development, in a period not to exceed 12 months. Business course may be included in the plan, not to exceed one-half of the credit or clock hour requirements.

Director Job Description

1. Ensure that Dual Language Academy is in compliance with all the rules and regulations set forth by the Nebraska Department of Health and Human Services (DHHS).
2. Actively manage the staff hired by being present and observant.
3. When absent, designate another staff member to act as the director. This employee will be responsible and accountable for managing our Extended Care program.
4. Provide written policies and job descriptions to support staff. These shall include qualifications, skills, knowledge and physical demands of the job.
5. Assess his/her own ability as well as the ability of the staff to adequately meet the needs of all enrolled children.

6. Provide orientation for new staff (Dual Language Academy expectations and DHHS regulations)
7. Schedule training and continuing education for all staff and maintain records for such training. Records to include: date, topic, time spent.
8. Put in place, and guide, a process to identify and review incidents, accidents and concerns. Monitor and evaluate any trends and take action to alleviate any problems.
9. Follow the mandatory reporting policy as outlined by the Archdiocese. Train staff to know and follow the policy.
10. Ensure that all adults who are present with children are Safe Environment Trained.
11. Ensure that the staff-to-child ratio are met at all times and that the maximum capacity of children is not exceeded at any time.
12. Ensure that parents have access to their children at all times.
13. Follow the Dual Language Academy School medication policy.
14. Annually review each staff member in writing.
15. Produce monthly billing statements and annual tax statements for each family
16. Collect payments and submit them to the school office for deposit.
17. Keep record of all CPR/First Aid trained staff and ensure that at least one staff with current training is on site at all times.
18. Maintain all staff records and ensure that they are kept in a secure location on site.