



StJOHN'S
EPISCOPAL SCHOOL

Extended Care Coordinator

St. John's Episcopal School seeks an accomplished and innovative Extended Care Coordinator.

Located in Rancho Santa Margarita in southern Orange County, St. John's Episcopal School serves over 430 children in nursery through 8th grade. The school was founded in 1988 and operates under the auspices of the Episcopal Diocese of Los Angeles. In accordance with the tradition of Episcopal education, St. John's students are well prepared for secondary education and the challenges of navigating an increasingly complex and diverse world. All programs are designed "to encourage our students to pursue lives of service and purpose."

The School has a fully developed STEAM approach to teaching and learning and is recognized as highly innovative. Recent facility enhancements such as the Johnson STEAM Center (opened fall 2016), a production studio (opened fall 2017), and a new Learning Commons (opened fall 2018), provide cutting edge teaching spaces.

St. John's Episcopal School is an Equal Opportunity Employer. It is fully accredited by the California Association of Independent Schools and the Commission on Schools of the Episcopal Church in the Diocese of Los Angeles and is a member of the California Association of Independent Schools, the National Association of Episcopal Schools, and the National Association of Independent Schools.

Basic Function

Position: Extended Care Coordinator
Reports to: Elementary Division Principal
Compensation: Based upon experience
Start: July 22, 2019

The candidate will be responsible for the daily operation of the Extended Care Program and work in collaboration with the School's faculty and staff to advance the mission of the school through an integrated approach in planning. The Extended Care Coordinator supervises and evaluates members of the Extended Care staff.

Major Responsibilities

- Oversee the care of students during extended school hours in grade K through 8
- Designs and implements an innovative program that will meet the needs of all students
- Plans daily activities for students

- Communicates effectively, professionally, and knowledgeably with students, parents, and staff
- Demonstrates knowledge of technical skills necessary for effective communication
- Performs record keeping tasks with accuracy and timeliness
- Coordinate with the Business Office to ensure accurate collection and recording of the program's revenue
- Recommends an annual budget for the program that allows for necessary maintenance of a quality program
- Supervises and evaluates Extended Care staff

Experience/Qualifications

The ideal candidate will have the following experience:

- College graduate or equivalent experience
- Demonstrated leadership experience
- Three years of experience working with children

Personal Qualities

The ideal candidate will embody the following personal qualities:

- Commitment to educational programming for children
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally
- Ability to communicate clearly, maturely and compassionately with families
- Ability to maintain an excellent work ethic, a high level of energy and exceptional enthusiasm
- Commit to building a safe, child-focused community
- Demonstrate professionalism and accountability
- Take initiative to analyze and solve problems
- Treat others with courtesy and respect
- Maintain a high standard of ethics, integrity and confidentiality

How to Apply

Qualified applicants should send a cover letter and resume to mbarnum@stjohns-es.org.