



Director of Extended Care, full time, 12 months/year
During school work hours, 10:00 am - 6:00 pm

Our Mission

Brownell Talbot School is a safe, caring community dedicated to academic excellence and to preparing students for success in college and in life. Through experiences in academics, activities, and the arts, students learn passionately, think critically, act responsibly, and lead with integrity.

Philosophy

We value integrity, self-discipline, and each person's inherent dignity. Our community challenges each student to endlessly strive to reach his or her potential through exploration, understanding, and development of the creative, intellectual, physical, spiritual, and social self. Through an appreciation of the United States and its role in the global community, students will become responsible leaders and stewards of their community, country, and world.

Our School

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by AdvancED. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community.

Position Description

Plan, implement, and administer the extended care (age 3 through grade 8) and summer program operations and activities at Brownell Talbot School in accordance with the school requirements and in compliance with state and federal regulations. Recruit, hire, train, and supervise program staff. Serve as the main point of contact for students, parents, guardians, and school employees.

Responsibilities

- Oversee program staff, program operations, services, and the implementation of processes, including ensuring compliance with DHHS and other state agencies, as required.
- Oversee licensure and safety of the facilities to pass required inspections.
- Recruit, hire, train, and supervise program staff.
- Conduct staff meetings.
- Develop policies and procedures for staff and students.
- Communicate with parents and guardians about registration, fees, curriculum, and policies.
- Proactively communicate with families about program activities to inform and increase participant numbers.



- Implement and document interesting, motivating, and engaging program activities and experiences.
- Maintain a variety of records (e.g. attendance, enrollment, accident reports, financial records).
- Purchase, inventory, store, and maintain supplies and equipment for programs.
- Maintain accurate emergency contact information and student health and safety records.
- Supervise use of the facilities before and after school and during the summer.
- Schedule disaster preparedness exercises and educate staff and students on emergency procedures.
- Oversee snack program requirements with regard for dietary restrictions.
- Conduct evaluations and continuous improvement measures.
- Interact positively, collaborate, and interact with school employees.
- Seek input from other staff and faculty on program quality and effectiveness.
- Seek feedback from families and students to improve programs.
- Perform other duties as assigned.

Qualifications

A Bachelor's degree or equivalent (minimum of five years) experience in an appropriately related field (e.g., education, child development, before and after care programming). Background with schools, youth, or similar public agencies required. A combination of experience and training that provides the applicant with the appropriate knowledge, skills, and ability to perform the stated responsibilities are essential, including training and experience in programming specific to youth and adolescents. CPR and first aid certification are required.

Application process: Interested candidates are invited to visit brownell.edu/careers to obtain an application. Please submit the completed application, resume, cover letter, and copy of credentials to careers@brownell.edu.