

St. Mary's Academy Employment Posting

Job Position: Auxiliary Program Coordinator

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

The Auxiliary Programs Coordinator is responsible for the oversight, coordination, and seamless operation of Early Childhood Development Before and After School Programs, support of Middle School Homework Club, and summer camp programs. The position is responsible to serve as the Early Childhood Compliance Coordinator to ensure St. Mary's Academy fully meets Colorado Department of Education's Early Childhood Licensure requirements.

The position is full-time and exempt; daily hours are approximately 10:00 am - 6:30 pm during the academic year and 7:00 am - 4:00 pm during the summer.

Major Duties and Responsibilities:

- Oversee operations of after-school programs including hiring, scheduling, and overseeing staff, managing budget and materials, and coordinating with internal and external constituents involved in operations;
- Personally supervise the day-to-day operation of the Lower School Extended Day Program, from 2:15 p.m. to 6:15 p.m. daily during the school year;

- Serve as the Early Childhood Compliance Coordinator to ensure St. Mary's Academy fully meets Colorado Department of Education's Early Childhood Licensure requirements;
- Develop and oversee the registration and enrollment process for all auxiliary programs including Summer Camps;
- Help to Develop, Schedule, Coordinate and Summer Camp Offerings;
- Coordinate policies and procedures for the successful management of auxiliary programs and other related policies and procedures;
- Provide regular and timely communications to families in auxiliary programs throughout their time enrolled using email, social media, and other tools to keep families informed and engaged;
- Partner with Marketing and Communications to advertise after-school and summer programs and schedules;
- Consistently provide high levels of customer service in a positive and professional manner to internal and external members of the community;
- Serves as a point of contact and subject matter expert for auxiliary contract terms and questions;
- Ensure that all auxiliary programs comply with city and state regulatory standards.
- Work with the Leadership Team to assess and enhance current programs that meet the needs of families as well as faculty and staff;
- Other duties and responsibilities may be assigned.

Qualifications/Requirements:

Education and qualifications should include the following:

- Meet Colorado's Director Qualifications for a Large Child Care Center - see below
- Must have the ability to work independently.
- Able to meet an occasional flexible work schedule including evenings and weekends, and availability by telephone and/or cell phone.

7.702.42 Director Qualifications - Large Child Care Center

The educational requirements for the director or substitute director of a large center must be met by satisfactory completion of one of the following. (All course hours are given in semester hours, but equivalent quarter hours are acceptable.) Official college transcripts must be submitted to the Department for evaluation of qualifications.

1. A Bachelor degree in early childhood education from a regionally accredited Colorado college or university; or,
2. A current early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; or,
3. A master's degree with a major emphasis in child development, Early Childhood Education, Early Childhood Special Education; or,
4. Completion of all of the following three (3) semester hour courses from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas:

- i. Introduction to early childhood professions;
 - ii. Introduction to early childhood lab techniques;
 - iii. Early childhood guidance strategies for children;
 - iv. Early childhood health, nutrition, and safety;
 - v. Administration of early childhood care and education programs;
 - vi. Administration: human relations for early childhood professions or introduction to business;
 - vii. Early childhood curriculum development;
 - viii. Early childhood growth and development.
 - ix. The exceptional child; and, CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules 45
 - x. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training; or,
5. Completion of a course of training approved by the Department that includes course content listed at Section 7.702.42, A, 3, a-j, and experience listed at Section 7.702.42, B
5. 5. Completion of a course of training approved by the Department that includes course content listed at Section 7.702.42, A, 3, a-j, and experience listed at Section 7.702.42, B

2. The experience requirements for the director of a large center must be met by completion of the following amount of work experience in a child development program, which includes working with a group of children in such programs as a preschool, child care center, kindergarten, or Head Start program:

- a. Persons with Bachelor's or Master's degree with a major emphasis in child development, early childhood education, early childhood special education, or an early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; no additional experience is required.
 - 2. Persons with a 2-year college degree in early childhood education must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.
 - 3. Persons with a Bachelor's degree and completion of courses specified in Sections 7.702.42, A, 3, a-j, must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.
 - 4. Persons who have no degree but have completed the thirty (30) semester hours specified in Section 7.702.42, A, 3, a-j, must have twenty-four (24) months (3,640 hours) of verified experience working directly with children in a child development program.
 - 5. Verified experience acquired in a licensed Colorado family child care home or school-age child care center may count for up to half of the required experience for director qualifications. To have Colorado family child care home experience considered, the applicant must be or have been the licensee. The other half of the required experience must be working directly with children in a child development program.
 - 6. Experience with five (5) year olds must be verified as follows:
 - i. If experience caring for five year old children occurs in a child care center classroom, the hours worked shall be counted as preschool experience; or,

- ii. If experience caring for five year old children occurs in an elementary school program, the hours worked shall be counted as school-age experience.

Salary/Benefits:

The pay range for this full-time, 12-month exempt position is \$55,000 - \$60,000 St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter and resume to Lyndal Brookhart, Director of Human Resources, at lbrookhart@smanet.org. No calls, please.