



St. Mary's Academy Employment Posting

Job Position: Extended Day Programs, Program Lead

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics across all divisions. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Preschool through graduation.

SMA is a close community where faculty and staff serve as role models for the students 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 are 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.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being 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:

Program leads will provide operational support for all morning and afternoon programs serving our Early Learning, Lower, and Middle Schools. This part-time position requires proper certification, experience working with early childhood and/or school-aged children, as well as an unparalleled ability to successfully work with supervisors, peers, families, and students.

Major Duties and Responsibilities:

- Support all Extended Day Programs in providing a safe, nurturing, and fun-filled experience that is aligned with the Academy's mission.
- Follow all Academy, local, state, and federal guidelines surrounding the safety and well-being of early childhood and school-aged children.
- Follow the directive of the Auxiliary Programs Coordinator and all heads of the Academy.
- Actively engage and supervise all students in all Extended Day Programs from 7:00 am to 9:00 am and/or 3:00 pm to 6:00 pm.

STIMMARY'S ACADEMY

FAITH COMMUNITY JUSTICE RESPECT

- Document and report all injuries, incidents, and communications and relay those reports to the Auxiliary Programs Coordinator to archive.
- Ensure proper parent/guardian sign-in/out measures are taken and recorded.
- Consistently provide high levels of customer service in a positive and professional manner to both internal and external members of the community.
- Foster collegiality and positive morale among faculty and staff.
- Other duties and responsibilities may be assigned.

Qualifications/Requirements:

Education and qualifications should include the following:

- Age 21 and at least 3 months (460 hours) of satisfactory and verifiable full or part-time employment unrelated to early childhood and school-age children or,
- Age 18 and at least 6 months (910 hours) of satisfactory and verifiable full or part-time employment unrelated to early childhood and school-aged children.
- Must demonstrate an ability to work with early childhood and/or school-aged children.
- Must complete and be cleared in all federal and state background checks prior to employment.
- Must adhere to all Academy, local, state, and federal guidelines surrounding the safety and well-being of early childhood and school-aged children.
- Must complete all mandated training at all times throughout the year under the directive of the Auxiliary Programs Coordinator and/or the attending director(s) of Extended Day Programs.
- Must have the ability to work independently.

Salary/Benefits:

The pay range of this position begins at \$22.00 per/hour for afternoon shifts and \$25.00 per/hour for morning shifts.. This position does not have any benefits at this time.

How to Apply:

Interested candidates should send a cover letter, resume, and a list of at least three (3) professional references to Michael Kenny, Auxiliary Programs Coordinator at mkenny@smnet.org. No calls, please.