



St. Bernard Academy  
Assistant Aftercare Director

**St. Bernard Academy (Nashville, TN)** seeks an Assistant Aftercare Director Director with a collaborative spirit and strong communication and interpersonal skills. The Assistant Director will assist the director in overseeing the Aftercare Program.

**Position requirements** –Candidates should be keenly attuned to the daily activities and needs of the students under his/her care. Candidates should be skilled at interacting and communicating with students of all ages, as well as their parents, other school staff, and outside service providers.

**Responsibilities** will include:

- Ensuring a safe environment for the children in the school’s care
- Act as day-to-day supervisor of 3K, JK, and Kindergarten room
- Support in behavior management of students
- Assist with all bookkeeping and billing
- Assist in hiring, training, and supervising staff
- Assist in the planning and implementation of quality programming activities for Aftercare and Summer Play Days
- Assist in maintaining cleanliness in all program areas, including set-up and breakdown during the program day
- Assist with necessary purchasing, management, and upkeep of supplies, equipment, food, and any other materials necessary for program operations
- Help ensure program runs in accordance with state licensing requirements
- Be able to manage day-to-day operations of program in Director’s absence

**Compensation** – This is a part-time year round position with hourly pay based on years of experience.

**Statement of Belonging and Hospitality** As an academic institution founded by the Sisters of Mercy and rooted in the Catholic faith, St. Bernard Academy affirms the inherent dignity and worth of all people. True to our mission and Mercy values, guided by the Gospel and love of the Lord, we cultivate inclusivity and foster diversity that supports human well-being. We denounce all acts of discrimination and seek to build an equitable environment where all can thrive and experience belonging. SBA encourages our school community to be advocates for justice, to break barriers and build relationships, to demonstrate empathy and compassion, and to develop an enduring curiosity about and commitment to the surrounding world. Strengthened by faith, we are empowered to take Mercy into our interconnected world and actively serve the needs of others with a spirit of hospitality.



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Applications should be directed to the Assistant Director of Aftercare Search Committee at [jharkey@stbernard.org](mailto:jharkey@stbernard.org). Please include a letter of introduction and a résumé.