



## **St. Mary's Academy Employment Posting**

### **Job Position: Extended Day Programs, Program Lead (Before/Aftercare)**

#### **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 instruction, supervision, and operational support for morning and afternoon programs serving our child care and school-age child care centers. This part-time position requires the completion and passing of several background checks and training, verifiable and adequate 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:**

- Program Leads SHALL:
  - Arrive in a timely manner before students are present to help the director(s) set up for that program's morning and/or afternoon session. (7 AM to 8:45 AM and/or 3:00 PM to 6:00 PM).



- Proactively monitor and maintain the safety of all students and stakeholders at all times; including taking attendance regularly and ensuring that parents/guardians and other authorized individuals are properly signing in/out their child(ren).
- Continuously engage students in a fun and age-appropriate manner.
- Regularly create and lead group activities during that program's session.
- Help resolve disputes among students that are in line with our program's Lortetto Values and Positive Guidance guidelines.
- Assist students with homework during homework time.
- Complete all required training and background checks when they are due.
- Adhere to all of the rules and regulations as they have been outlined for childcare centers and school-aged centers by the Department of Early Childhood.
- Follow all closing procedures as they have been outlined.

### **Qualifications/Requirements:**

#### Education and qualifications

1. Program Leads must be at least eighteen (18) years of age, demonstrate ability to work with children, and must have completed at least one (1) of the following qualifications:
  - a. Must have at least three (3) months (455 hours) of verified experience in the care and supervision of four (4) or more children over the ages of four (4) who are not related to the individual; or,
  - b. A current early childhood professional credential level one (1) or higher in version 3.0 as determined by the Department based on its Early Childhood Professional Credential 3.0 Worksheet, found at [https://www.coloradoshinespdis.com/s/about-the-ecpc?language=en\\_US](https://www.coloradoshinespdis.com/s/about-the-ecpc?language=en_US).

### **Salary/Benefits:**

The pay range of this position begins at \$25.00 per/hour for morning shifts and \$22.00 per/hour for afternoon shifts. Program leads are not eligible for 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, Extended Day Programs Coordinator at [mkenny@smanet.org](mailto:mkenny@smanet.org). No calls, please.