

Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-extendedcare/>

Director of ExtendedCARE

Description

The Director of ExtendedCARE oversees the day-to-day operations of the after-school care program. The program is for students enrolled at Overbrook Catholic School in preschool-3 through 6th grade. The hours of operation are from 2:30 – 6:00 p.m., Monday-Friday on school days.

Responsibilities

- The Director interviews, hires, and trains ExtendedCARE employees, creates the work schedule, and supervises the employees.
- The Director works with the staff to ensure a safe place for students to work on homework, play games (inside and outside), work on crafts, etc.
- The Director oversees billing information and submitting payroll information to the business office, as well as preparing all reports required for the Department of Education for the ExtendedCARE program.

Qualifications

- Experience working with children in an elementary education setting with supervisory experience.
- Administration, communication, and computer skills are required.
- Organizational, program planning, and implementation skills are required.

To apply: Submit [online application](#), resume, and cover letter to Sister Marie Blanchette, O.P. at ocsprincipal@overbrook.edu.

Website: www.overbrook.edu

Phone: 615-292-5134

Hiring organization

Overbrook Catholic School

Job Location

Nashville, TN

Date posted

January 14, 2025

Valid through

31.03.2025

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