

Diocese of Nashville

<https://dioceseofnashville.com/job/extended-care-director/>

Extended Care Director

Description

Saint Rose Catholic school is seeking an individual who would be passionate in leading and directing our Extended Care program. The ideal candidate would be able to train, manage, and supervise our Extended Care Staff, ensure the safety and care of our students (Preschool through 8th grade), and provide good communication with our students' parents.

- **Program Management:** The director oversees daily operations of before-school and after-school care programs.
- **Staff Supervision:** The director works with the principal to interview and hire staff. It is the director's responsibility to train, schedule, and evaluate extended care teachers, aides, and substitutes.
- **Student Safety & Enrichment:** The director maintains a secure environment, enforce school rules, and coordinate recreational activities like crafts.
- **Administrative Duties:** The director is responsible to know the location of all students. He/She tracks daily attendance, manages program supplies and snacks, and coordinates billing or records with the main school office. He/She would also ensure Saint Rose of Lima's Extended Care program meets the requirements for State Certification of our program.
- **Parent Communication:** The director understands that the Extended Care Program is an extension of our school and views our students' parents as the primary educators of their children working in partnership with us. He/she would communicate with parents regarding behavior, student needs, and any concerns.
- **Security:** The Extended Care Director is responsible for ensuring security measures needed to keep students safe in event of weather, fire, threat, or any emergency situation. He/She is responsible to release students to the appropriate parent or pick-up contact designated by the parent.
- **Summer Camps:** The director oversees programming and staffing of Camp Saint Rose, overseeing registration, coordinating with camp staff, and acting as secretary during the camp sessions.

Job Details

- **Part-Time Position:** Up to 28 hours
- **Non-Exempt:** No Benefits
- **Before Care:** 7-7:30am, Monday-Friday when school is in session
- **After Care:** 2-6pm, Monday-Friday when school is in session
- **Half-Day Extended Care (about 4 times a year):** 1pm-6pm
- **Summer Camps:** 3 weeks during the summer months M-F, 8:30-3:30, with administrative duties

Requirements

- **Education:** High school diploma required
- **Experience:** Four (4) years experience working with children in educational or child care settings.
- **Faith Witness:** A basic understanding of the Catholic Faith and the ability to provide a personal and professional witness consistent with the moral

Hiring organization

Saint Rose of Lima Catholic Church and School

Job Location

Murfreesboro, TN

Date posted

September 1, 2026

Valid through

28.11.2026

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teaching of the Church.

- **Certifications:** CPR and First Aid certifications, plus the ability to pass a Tennessee TBI Fingerprinting background check and complete Diocesan Safe Environment Training and Background Check.

How to Apply

[Please click here and fill out an application in Paylocity](#)