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Job Submitted: 5/10/2018 6:52:00 PM

Department of Catholic Schools Job Posting
St. John the Baptist, Milwaukie

Position title: Before and After School Care Director

Position Start Date: 8/27/2018

Application Closing date: 5/31/2018

Full or Part-time: Part-time

Catholic required/preferred: Catholic preferred

St. John the Baptist is seeking an energetic, creative, loving, and experienced before and after school care director for grades K-8 for the 2018-2019 school year. Applicants **MUST** meet Oregon Child Care Center Director Qualifications: 1. At least 21 years of age and have at least one year of training and/or experience in management and supervision of adults **AND** Have knowledge of child development for the primary ages (5-12), as evidenced by a combination of professional references, education, experience or training; **OR** Documentation of attaining at least step nine in the Oregon Registry Applicant **MUST** also have/be: Enrolled in Oregon Criminal Registry (including fingerprinting) Oregon Food Handler's Card First Aid/CPR certified Recognizing and reporting Child Abuse and Neglect Introduction to Child Care Health and Safety Called to Protect Training (Once Hired) The director will be responsible for: Basic administrative functions, including but not limited to: maintaining records, ensuring appropriateness of program activities according to age and developmental levels of children, staff training (when necessary), working with parish and school staff to maintain building and grounds health and safety, food purchasing and handling, and operating the center in compliance with licensing requirements. The director will work closely with the preschool staff, the principal and the parish staff. Center will be open on all regular school days from 6:30 am-8:00 am, 3:15-6:00 pm (M,T,Th,F) and 2:15-6:00 pm (W). All day care (6:30 am- 6:00 pm) may be provided on inservice days based on enrollment.

To apply: Please send documentation of the requirements listed above with a resume, 3 references, and a cover letter to Dr. Gomez at drgomez@sjbcatholicsschool.org

Principal or Contact Person: **Dr. Angela Gomez**

School Name: **St. John the Baptist**

Address: **10956 SE 25th Ave**

City, State, Zip: **Milwaukie OR 97222**

Contact email: **drgomez@sjbcatholicsschool.org**

Contact Phone: **503-654-0200**