

Diocese of Sacramento

JOB DESCRIPTION

DEPT: Catholic School Department
POSITION: Extension Director
CATEGORY: Exempt
SCHEDULE: Full Time

Supervisor: Facility Principal

Essential Functions: As Extension Director this employee is responsible for the success of the facilities extension program. The Director will perform the following essential functions:

- Recruit, select and hire staff to run the extension program.
- Establish policies on admission, attendance and fees to be charged.
- Gather and maintain all financial statistical information necessary to successfully _____.
- Prepare periodic reports on the status of the program.
- Supervise the staff responsible for the operation of the extension program.
- Solicit information periodically from those using the program to determine client satisfaction and to correct problems at an early stage.
- Prepare and maintain the Facility Extended Care Handbook containing all procedures and policies related to the extension program.
- Network with other Extension Directors in an effort to continually improve the quality of the services provided.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree in childhood development, education or similar discipline.

Experience: Five years teaching in a parochial school system.

Skills/Knowledge: Good organizational and managerial skills. Good communication skills. Excellent interpersonal skills and ability to relate to students, faculty and parents.

