



MOUNT DORA CHRISTIAN ACADEMY

— Est 1945 —

OPEN POSITION: EXTENDED CARE PROGRAM DIRECTOR

The extended care program director is responsible for the planning and daily supervision of students in the extended care program and ensures the infusion of Biblical and spiritual foundations into all activities. The ability to build partnerships with parents and colleagues is paramount to success in this position. The extended care program director reports to the dean of students.

Major responsibilities:

- Prepare appropriate weekly thematic activities which include integrated Biblical foundations
- Provide time and supervision for students to complete homework and/or study
- Communicate with teachers and parents to create a seamless structure for students to complete homework and build study skills
- Operate with the safety and well-being of students and staff as the first priority
- Follow all safety protocols
- Engage with students and staff to promote fun and build community
- Manage all staff and staff schedules
- Manage the weekly budget
- Manage collection of weekly tuition and fees and report all collections to the business office in a timely manner
- Shop weekly for materials
- Follow all school policies related to transportation and supervision for approved field trips
- Demonstrate the maturity to inspire student learning and understanding of the age group
- Maintain a fun and appealing atmosphere for students and staff

QUALIFICATIONS:

Experience in extended care, teaching, children's ministry, or a related field preferred.

Exhibit a strong faith and exemplary lifestyle

Preference will be given to applicants who are members of a congregation of the churches of Christ. All applicants must be members of a local church and able to sign and abide by the MDCA statement of faith in order to be considered

Must have an understanding of child development and age-appropriate strategies for learning and behavior management

Must be able to establish and maintain effective professional relationships

Must be able to accept direction

Must exercise good judgment

Must submit to a background check

Please apply by submitting a resume, cover letter, and three references to:

Mount Dora Christian Academy
301 W. 13th Ave.
Mount Dora, FL 32757
Attn: Lori Hadley

or

lori.hadley@mdcacademy.org