

# NOW HIRING!

Saint Michael School is hiring for the part-time position of **Director of Extended Day.**

This position is a school year position with flexible hours and scheduled school holidays off.

## **A qualified candidate for this position should have:**

- a minimum of a high school diploma
- experience working with school aged children
- good communication skills
- availability to work 2:00-6:00 pm during the school week
- computer skills working with Word, Excel, and email

## **Duties will include:**

- hiring, training, and supervising of a staff of 10-20 people
- managing student discipline issues
- communicating with staff and parents
- planning and shopping for weekly snacks
- coordinating with Billing Director
- making staff a work schedule for normal days, weather delays, and cancellations

**If interested in the Director of Extended Day position, please email your resume to Amy Holzwart at [aholzwart@sms.noacsc.org](mailto:aholzwart@sms.noacsc.org).**