

DAY-STAR CHRISTIAN ACADEMY

NOW HIRING!

**Part-time
Mon-Fri**

**After School Group Leaders
&
After School Director**

**Grades
PK4 – 8th**

Apply online at

www.day-starchristianacademy.com/join-our-team

- Must have reliable transportation
- Energetic, friendly, good customer service skills
 - Excellent communication skills
- Experience working in after school program *required*

**Different
Locations**

**Program Location: Arlington Christian
School, 4500 Ridge Road, Fairburn, GA 30213**

**Headquarter Office
Day-Star Christian Academy
2299 Godby Rd
Atlanta, Georgia 30349**

**Employee
Benefits**

**Help
Wanted**



After School Program Director – Day-Star Christian Academy (College Park, GA)

Starting Salary: Commiserate to education/experience

Closing Date: Open Until Filled

The After School Program Director must meet **all** licensing qualifications for the state of Georgia. He or she reports to the Site and Project Director(s) of Day-Star Christian Academy. He or she must undergo annual performance evaluations and complete state-mandated professional development/trainings. He or she is responsible for supervising the on-site after school program along with its participants and activities with the expressed duties and responsibilities below and other duties as assigned.

Duties and Responsibilities:

The After School Program Director is responsible for ensuring the health, safety, and quality of education, for all children within the program's care. The After School Program Director is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long range planning. The After School Program Director ensures that the needs of the students and the goals of the program are met appropriately.

- Establish a vision for quality programming for the after school program. Manage adherence to quality standards in accordance with Day-Star's vision and mission and with state and school-level requirements.
- Maintain ongoing quality effectiveness metrics, i.e. parent feedback, surveys, etc.
- Hire and/or supervise and/or evaluate program staff.
- Develop general educational curricula; collaborate with staff to develop positive learning activities.
- Manage compliance with state and other regulatory entities.
- Meet weekly with their Supervisor(s) and work closely with other program staff.
- Meet regularly with on-site after school staff and occasionally with offsite staff and directors.
- Maintain student records in accordance with established enrollment procedures and guidelines.
- Maintain communications with parents of current and prospective students through direct conversation, newsletters and parent handbook; implement community outreach activities to maintain and promote positive community relationships.
- Post all necessary documents/paperwork on parent board, i.e. license, menu, etc.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- Oversee the following office functions program marketing and enrollment, tuition billing and payment, human resources, staff supervision, and purchasing.

- Resolve conflicts including corrective action when necessary to ensure a positive experience for everyone.
- Manage budget planning and review.
- Establish illness and emergency procedures; ensure staff is trained appropriately and provide professional development opportunities, coaching/administrative support, and accountability where proper training is lacking.
- Implement a strategic plan and goals in keeping with the program's mission.
- Maintain a personal professional development plan to ensure continuous quality improvement.
- Write and secure grants, donations and sustainable funding for the program.
- Be able to step in and supervise children of various school ages ranging from four to 14 years old if a staff member is out.
- Have a strong ability to manage a classroom and deescalate conflicts when they arise.
- Have the ability to maintain a clean, safe, structured, and healthy environment.
- Be aware of child abuse, neglect, and licensing regulations and immediately report any signs of abuse or neglect to the appropriate state office.
- Immediately document and report any incidents or accidents to the Day-Star Site Director.
- Be able to administer first aid, CPR, or promptly respond to an emergency involving a child at any given moment.
- Help children develop healthy habits of personal hygiene and effective communication, interpersonal, and decision-making skills.
- Complete all required training.
- Display a positive and professional attitude and behavior at all times.
- Maintain prompt hours/schedule and notify the Site Director in the event of tardiness or illness.
- Maintain a neat and well-groomed appearance according to personnel policies.
- Schedule and attend all scheduled staff meetings.
- Follow all personnel policies and procedures outlined in the Day-Star Christian Academy staff handbook.

Physical Requirements:

- Able to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see close and distant, to see colors, have peripheral vision and depth perception.
- Can lift at least 35 lbs.

Qualifications:

Must be 21 years or older, have a high school diploma or equivalent, and have worked with school-age children in an after school program setting for at least six months. Must have a valid driver's license and reliable transportation. Must have an exceptionally warm, friendly personality and exceptional customer service skills that include tact, patience, empathy, honesty, and kindness. Enjoy interacting with children and their families. Excellent leadership, organizational, classroom management, and time management skills. Have the ability to multitask and juggle multiple roles, jobs, tasks at one time. Have the ability to work well with others (staff, children, and parents) and to foster a team environment. Have a strong understanding of child development and a basic knowledge of finance and budgeting. Have the ability to handle confidential information, listen attentively, be mentally and

verbally agile, and use strong, effective communication. Must be able to work with staff, children and families from diverse backgrounds and circumstances. Must be a self-motivated, creative, and innovative professional with the ability to solve problems with creativity and civility. Have the ability to manage daily tasks in a fast-paced, team-oriented environment while paying close attention to details. Must be available to work weekdays any time between 2:00 pm and 7:00 pm and available for monthly staff meetings. *Bilingual educator (Spanish) preferred but not required.*

Documentation Required:

Completed application, cover letter & current résumé with references, virtual interview (upon request), orientation and training (upon job offer), clear drug test and health screening including for the virus that causes COVID-19, criminal and sexual abuse background check & fingerprinting (upon job offer)

Day-Star Christian Academy, Inc.® is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment regardless of age, disability, protected veteran status, race, color, religious creed, national origin, citizenship, marital status, sex and sexual orientation or gender identity.