



Please Post

POSITION ANNOUNCEMENT

May 25, 2022

The Homewood City Board of Education anticipates vacancies for the 2022-2023 school year in the following area:

Extended Day Program Director

Applicants should be properly certified for the position. Qualified applicants should have significant experience working with elementary aged children. A degree in Early Childhood or Elementary Education preferred. Salary will be based on experience and qualifications.

Applications may be [submitted here](#).

Internal applicants should only submit an email of interest and a current resume to Dr. Kevin Maddox.

Homewood City Schools Role Description

Position Title: EDP Director

Qualifications: * Experience working with elementary aged children
* Degree in Early Childhood Education or Elementary Education preferred

Reports To: Principal

Job Summary: To plan, organize and supervise an after school and summer child care program that will provide quality care that will be safe, affirming, enjoyable and enriching to children.

Performance Responsibilities:

1. Supervises the planning, organizing and implementation by the staff.
2. Makes recommendations concerning program and personnel needs and problems.
3. Implements program policies.
4. Manages collection of fees, writing of receipts, recording and maintenance of records, and planning of field trips.
5. Organizes staff training, supervision, and scheduling.
6. Protects the health and safety of children on the playground and in the building at all times.
7. Supervises the upkeep and cleanliness of the facility.
8. Orders supplies and materials essential to an effective program and see that they are cared for and used appropriately.
9. Demonstrates proficiency in oral and written communication.
10. Models appropriate personal characteristics and work habits for students.
11. Performs other such duties as required and/or assigned by principal.