



Job Vacancy

**School Age Program Director
In a nonprofit, State Licensed,
City of Madison Accredited
Child Care Center**

Job Description:

The School Age Program Director is responsible for the overall supervision of the School Age Programs (After School and Camp Caboose). The position includes administrative and supervisory responsibilities in the areas of program development and implementation, staff supervision and evaluation, and parent communication. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. The School Age Program Director reports to, is accountable to, is supervised by and evaluated by the Executive Director.

Wages: Based upon education and experience. This is a salaried position.

Hours: Full Time, 10a-6p M-F, along with occasional mornings and evenings

Benefits:

- Sick and vacation time
- Pension plans
- Health insurance or HRA
- Holiday pay
- Dental insurance
- Flexible benefit plan
- Child Care discount
- Staff Development
- Long term disability

Experience & Qualifications:

- at least 3 years' experience teaching in a licensed & accredited school age program
- at least 2 years' experience supervising staff and managing administrative tasks
- degree in education or related field, along with taken or currently enrolled in the Administrators Credential
- strong working knowledge of WORD and EXCEL
- strong organizational and time management skills excellent written and verbal communication skills
- knowledge of best practices and developmentally appropriate curriculum, City of Madison accreditation standards and State Licensing problem solving and leadership skills

**FOR MORE INFORMATION and/or APPLICATION PACKET
Contact Lisa at 256-1566 or director@redcabosedaycare.org**

AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER

Application for Employment
School Age Program Director
Red Caboose Child Care Center, Inc.
654 Williamson St.

Name _____ Date _____

Address _____

Email _____ Phone: _____

To apply for this position please send a cover letter, resume and education documents as applicable (see below).

Please check the following:

- I have had at least 3 years' experience teaching in a licensed school age program or camp
 I have had at least 2 years' experience in supervision and administration

Please include the answer to these questions in your cover letter:

1. Why are you interested in working with school age children? at Red Caboose?
2. What are your goals for an after school program? Summer camp?
3. Describe how your skills and experiences prepared you for this position in the areas of:
administration, program planning, and staff supervision.

Include the following document(s) with your application

- Transcripts and diploma showing that you hold a BS/BA degree in elementary education or related field
- Most Recent Registry certificate
- A certificate showing you hold the Administrators Credential
- A certificate showing you hold the Afterschool & Youth Development Credential
- Other _____

I certify the information in this application is true, and I give Red Caboose permission to contact any of the people/agencies listed above.

signature

date

The following information is requested for our Affirmative Action records. Submission of the information is voluntary: it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Gender Male
 Female

Ethnicity Hispanic or Latino
 Not Hispanic or Latino

Race White
 Black
 Asian
 Pacific Islander
 American Indian/ Alaskan Native

Age _____

Disability Do you have a disability yes no

How did you hear about this position?

- Isthmus
- Craigslist
- UW Student Job Center
- Edgewood Job Placement
- MATC Job Placement
- Friend/Family
- Local Organization: _____
- Other: _____