



# Julie Billiard Schools

BEYOND EDUCATION. BEYOND EXPECTATIONS.

Job Title: Aftercare Director  
Classification: Exempt, Part-time  
Reports to: Principal – Akron Campus

Julie Billiard Schools is a network of schools serving children grades K-8 with special learning challenges. Currently we have campuses in Lyndhurst and Akron that offer unique learning environments for students with autism, ADD/ADHD, dyslexia and social learning challenges. We are Catholic, non-public schools, that respect diverse faith traditions.

The aftercare director is responsible for coordinating and operating the after-school care program. Coordination of activities should include opportunities for homework/study time, physical activities, and quiet play/independent activities. The director should have a current First Aid certificate.

### ***Specific Responsibilities:***

- To supervise the students at all times, ensuring their well-being and safety.
- To recognize the needs of children at different stages of development
- To actively plan, implement and evaluate the after-school care program making adjustments to increase the positive outcomes of the program.
- To work with staff members as a team when collaborating on the needs of the students.
- Implement behavior plans as directed by school staff.
- To purchase supplies/snacks for the program that will be reimbursed via the school's reimbursement procedures.
- To complete family billing procedures to ensure timely family payment

### ***Hours of work:***

The After-school care program operates from 3:00pm until no later than 6:00pm. The director is required to commence from 2:30pm to set up and is required to stay until the last child is picked up. The environment should clean-up prior to leaving.

### ***Salary:***

The director is paid on an hourly rate as directed by the school administration.

### **Qualifications, Education, and Experience:**

- Excellent skills in both verbal and written communication
- Ability to work both independently or within a team
- Proficient at communicating with parents and colleagues
- Flexible thinker able to make adjustments in the moment
- Enthusiastic, driven, and independent
- Strong organizational skills

Please submit applications to [employment@jbschool.org](mailto:employment@jbschool.org)

Julie Billiard School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Julie Billiard School complies with applicable state and local laws governing nondiscrimination in employment.