

## **AFTER SCHOOL CARE DIRECTOR**

The Donoho School is seeking candidates for **AFTER SCHOOL CARE DIRECTOR** for the **2026-2027 academic year** for students in PreK-Grade 6.

The ideal applicant should have excellent communication and interpersonal skills, a passion for working with children, strong organization skills, detail-oriented, and an effective multi-tasker. The ASC director must have a clear background check and meet all eligibility requirements established by DHR.

### **JOB RESPONSIBILITIES:**

The ASC Director is responsible for coordinating and implementing all aspects of The Donoho School After School program:

- Develop, implement, and administer the overall ASC daily program;
- Be responsible for care and safety of all children enrolled;
- Maintain accurate documentation of attendance and emergency information on each child;
- Be responsible for monthly billing and assist with timely payments of fees by participants;
- Supervise ASC Assistant(s);
- Provide effective communication with parents;
- Complete required professional development; and
- Maintain supplies, equipment, and materials.

Interested candidates should submit a letter of interest, resume, and three references to Jean Jaudon, Head of Lower School ([jean.jaudon@donohoschool.com](mailto:jean.jaudon@donohoschool.com)).