



St. Teresa Catholic School

1108 Lebanon Avenue, Belleville, IL 62221

Phone: 618-235-4066

August 20, 2026

Extended Care Director

St. Teresa Catholic School in Belleville, IL is now accepting applications for energetic and dedicated ECP facilitators for the 2026-2027 school year.

The preferred candidate will have the following:

- **See attached Extended Care Director Job Description**
 - Experience with children Pre-K through 8
 - Experience leading small group organized activities
 - Experience facilitating a safe free play environment
 - A love of learning and having fun
 - Availability from 3pm - 6pm daily

If interested, please email letter of introduction, resume, and references to:

Nicole Green/Principal

nicole.green@stteresatigers.org

Additionally, the candidate should be prepared to be in compliance with Diocesan Child Protection Procedures. Information can be found at

<https://www.diobelle.org/education/child-protection>

Pay \$15.00 - \$17.00 an hour

Benefits: May be eligible for personal days and sick leave per Diocese of Belleville Board of Education Policies and Regulations and applicable Illinois and federal law; as well as retirement benefits if your eligibility requirements are met.

Extended Care Director Job Description

Job summary: The Extended Care Director fulfills the mission of the school by coordinating the Extended Care program. The Extended Care Director is responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the program, which is supportive of the school's philosophy, organization, and curriculum. The Extended Care Director prepares activities, assists with the needs of students, and supports learning by creating an atmosphere where students can complete homework. The position is hired and evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintains confidentiality regarding school matters
- Communicates effectively with students, parents, and other professionals
- Monitors and assists individual students in groups to support program activities
- Supervises students in the care of the worker at all times maintaining a consistent headcount of all children present in the program each day.
- Complies with security procedures, including attendance, pick-up, and emergency procedures to ensure the children's safety
- Works in a team environment and encourages open communication regarding concerns/issues with children, parents and co-workers.
- Ensures that all staff and children are respectful of school property; ensures all school rules are followed
- Prepares program materials Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits

Important job functions:

- Maintains current and accurate records according to program policy
- Collaborates with peers to enhance the work environment and support program effectiveness
- Assists in maintaining facilities used by the program including storage of equipment and cleanup of area
- Maintains all supplies, equipment and materials
- Follows directions and handles multiple tasks
- Possesses proficient technology skills appropriate to the job
- Determines pay structure for employees and notifies the Principal and Business Manager of employees pay.
- Find appropriate personnel for the position by conducting interviews and hiring.
- Releasing personnel that are not needed or not conducting themselves within the Catholic Teachings
- Creating a weekly work schedule for staff based on the child/staff ratios needed

- Reviewing staff yearly
- Assessing fees weekly in FACTS for care provided to students.