



### **Director of Extended Day**

Reporting to the Lower School Head and Director of Finance, The Calverton School in Huntingtown, Maryland is seeking a salaried part-time Director of Extended Day for the 2026-27 school year. The expected hours for this position are Monday through Friday, 6:45 am – 8:15 am and 3:00 pm – 6 pm. The Director of the Extended Day Program is responsible for the set-up and implementation of The Calverton School Extended Day Program, and for organizing and executing the program in accordance with State requirements and The Calverton School philosophy and mission, as well as being a daily caregiver. The position encounters a wide diversity of work situations involving a medium degree of complexity. Complexity is due to diversity of assigned responsibilities, juggling staffing requirements, licensing and financial compliance requirements, interaction with a diverse group of individuals, competing workload demands, and being able to shift priorities quickly. The position is responsible for determining own practices and procedures and operates independently with minimal supervision.

### **Responsibilities and Essential Functions:**

- Responsible for monitoring policies and procedures that are observed by staff and parents in order ensure each child has a fun, restful, and safe environment.
- Ensuring program is in full compliance with State of MD Office of Childcare regulations
- Responsible for maintaining daily attendance records and completing monthly attendance records for billing purposes and as required by the State of Maryland.
- Responsible for preparing, purchasing, posting, and recording nutritional snacks for both morning and evening Extended Day programs on a daily basis.
- Responsible for being prepared to accept students by having sign-in sheets, snacks, and room set up before parents start to arrive at 7:00 a.m. Also responsible for closing down Extended Care (organizing shared space, locking doors, turning off lights) at 6:00 p.m. or until the last student has been picked up.
- Responsible for posting staffing patterns, ensuring that sufficient ratios required by the State of Maryland are maintained at all times. Must notify staff of days they are needed.
- Responsible for monitoring children during both morning and afternoon sessions.
- Responsible for creating and supervising engaging, diverse, and age appropriate student-centered learning opportunities.
- Responsible for meeting and greeting parents as they arrive and depart and verify that parents are following sign-out procedures on a daily basis.
- Responsible for notifying the Director of Finance of any issues regarding compliance with the Child Care Administration.
- Responsible for maintaining all student and employee records required by the Child Care Administration under the State of Maryland.
- Excellent communication skills for working with students, families, staff, and community members.
- Organizational and time-management skills.



- Possess experience and a passion for working with lower school students and find joy in supporting their overall academic, social, emotional, and ethical development.
- Create a caring community through thoughtful relationships with each student and family
- Promote principles of diversity, equity, inclusion, and belonging in both curriculum and classroom culture
- Engage actively in professional development – individual and school-wide – and bring a growth mindset to furthering knowledge of best educational practices
- Provide childcare for teacher work days, when determined by Head of School.
- Attend professional development/work days.

### **Secondary Functions:**

With the Lower School Head and the Director of Finance, the Director of Extended Day is responsible for:

- Resolving parental issues as they arise.
- Meeting with the staff on a regular basis to relay information and to keep lines of communication open.
- Routinely checking playground equipment for safety hazards and alerting Maintenance if needed.
- Participating in monthly fire drills.
- Developing budget on a yearly basis, and analyzing actual expenses to budget on a quarterly basis.
- Interviewing and hiring staff members for Extended Day team.
- Finding substitute cover

### **Supervisory Responsibility:**

The Director is responsible for and directs the following positions:

- Lead Teachers
- Assisting Teachers
- Substitutes

### **Qualifications:**

- An Associates degree in early childhood with at least 15 semester hours of approved coursework, or A bachelor's degree in any field
- 6 semester, 90 clock hours or the equivalent of approved early childhood coursework(45 hours child development and 45 hours curriculum planning) , or Hold the Child Development Associate (CDA) Credential issued by the Council for Professional Recognition, or Approved by the Maryland State Department of Education as a teacher for Nursery – Grade 3, or Hold a teaching certificate from the MSDE or another state for Nursery – Grade 3



- 2 years of experience working with preschoolers in an approved setting (licensed child care center, nursery school, church operated school, recreation and parks program, registered family child care home or similar setting), or If approved or certified to teach, 1 year of experience working with preschoolers in a approved setting
- First Aide & CPR Certified
- Medical Administration Training
- Basic Health & Safety Training
- Strong organization and time-management skills
- Enthusiasm for working with lower school students
- Educational philosophy that aligns with the mission, values, and vision of Calverton
- Proficient user of technology
- Collaborative and effective communication in working with students, teachers, administrators, and families
- An ability to contribute positively to a student-centered learning environment
- Must pass Federal and State background check along with MSDE Employment History Review

#### **About The Calverton School:**

The Calverton School is an independent, co-ed day school with a small residential program in which 349 students age 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where student grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12th grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

#### **Our Mission Statement:**

Every day at The Calverton School, We Lead with Empathy and Honor. Build connection through inquiry. Embrace challenge as opportunity.

#### **To apply:**

Interested candidates should send cover letter, resume, and names of three professional references to Alissa Lambert at [alambert@calvertonschool.org](mailto:alambert@calvertonschool.org)