



After School Care Supervisor

Reports to: Head of School

Supervises: Aftercare Staff in Toddler, Children's House and Elementary Levels

Hours: Year-round, M-F, 1:30PM-5:30PM, 20 hours/week

Pay Range: \$30-\$34/Hour

Position Summary

The After School Care Supervisor oversees all aspects of the school's aftercare program, ensuring a safe, engaging, and developmentally appropriate environment that reflects Montessori principles and supports the needs of children, families, and staff. The After School Care Supervisor provides leadership to aftercare staff, maintains high standards for program quality, classroom environments, material use, and ensures consistent implementation of school policies, procedures, and Montessori philosophy. The responsibilities are described below and may not be all inclusive. Other duties may be assigned as needed.

Essential Responsibilities

Program Leadership & Staff Supervision

- Supervise, mentor, and support all aftercare staff members.
- Coordinate daily staffing assignments and ensure appropriate supervision ratios.
- Serve as the primary point of contact for aftercare staff during program hours.
- Provide ongoing feedback and support to staff.
- Conduct regular check-ins to ensure expectations are understood and met.
- Address performance, attendance, and professionalism concerns promptly and appropriately.
- Assist with onboarding and ongoing on-the-job training of staff.
- Collaborate with the Montessori Coach on staff development opportunities.



- Foster a collaborative, positive, and respectful team culture.
- Model professionalism and effective communication.
- Support staff in maintaining positive relationships with children, families, and colleagues.
- Encourage reflective practice and continuous improvement among staff.

Program Quality & Montessori Environment

- Ensure the aftercare program reflects the mission, values, and Montessori philosophy of the school.
- Foster a sense of community and belonging among children and staff.
- Maintain inviting, orderly, and developmentally appropriate environments.
- Oversee the use, selection, organization, maintenance, and rotation of materials and activities.
- Evaluate materials and activities regularly to ensure they remain engaging, purposeful, and appropriate for children's developmental needs.
- Ensure children are taught and supported in the proper use and care of materials and the environment.
- Support consistency between the school-day Montessori program and aftercare practices.
- Promote Montessori principles including independence, responsibility, respect, freedom within limits, and care of the environment.
- Maintain high standards for grace and courtesy throughout the program.
- Recommend improvements, purchases, and program enhancements that support quality experiences for children.

Child Supervision & Well-Being

- Ensure the safety, supervision, and well-being of all children participating in the aftercare program.
- Create a calm, inclusive, and nurturing environment where children feel respected and supported.
- Support children's independence, problem-solving, conflict resolution, and social-emotional development.
- Ensure activities and experiences are engaging, age-appropriate, and responsive to children's interests and needs.



- Monitor transitions, outdoor play, snack time, and daily routines to ensure smooth operations.
- Guide staff in responding to behavioral concerns using positive and respectful support strategies.
- Ensure all children are treated with dignity and respect.

Health, Safety & Compliance

- Ensure compliance with all licensing requirements, health regulations, and school policies.
- Maintain accurate attendance, sign-in, and sign-out procedures.
- Monitor indoor and outdoor environments for safety and supervision.
- Conduct routine safety checks of classrooms, materials, and outdoor spaces.
- Ensure staff understand and follow emergency procedures.
- Document and report incidents, injuries, and concerns according to school procedures.

Program Administration & Continuous Improvement

- Maintain aftercare schedules and staffing plans.
- Monitor attendance patterns and program utilization.
- Assist with budgeting and purchasing for program materials and supplies.
- Develop and refine systems and procedures that improve consistency and program effectiveness.
- Collaborate with school leadership to evaluate and improve the aftercare program.
- Participate in meetings, trainings, and professional development activities.
- Provide updates, reports, and recommendations regarding program operations as requested.

Qualifications

- Experience working with children in educational, childcare, or after-school settings.
- Knowledge of Montessori philosophy and practices required.
- Demonstrated leadership and supervisory experience.
- Strong organizational and problem-solving skills.



- Excellent communication and interpersonal skills.
- Ability to work collaboratively with children, families, and colleagues.
- Ability to manage multiple priorities in a dynamic environment.
- Current CPR/First Aid certification or willingness to obtain certification.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may or may not be made to enable individuals with disabilities to perform the essential functions.

- Ability to actively supervise children indoors and outdoors.
- Ability to bend, kneel, lift, and carry materials and equipment as needed.
- Ability to move throughout classrooms and playground areas for extended periods.

Core Competencies

- | | |
|-----------------------------|-----------------------|
| • Leadership | • Communication |
| • Organization and Planning | • Conflict Resolution |
| • Staff Development | • Safety Awareness |
| • Montessori Philosophy | • Collaboration |
| • Child Development | • Adaptability |
| • Professionalism | • Accountability |

Minimum Requirements

- Authorized to work in the United States
- Complete and maintain a current DCYF Portable Background Check
- Complete Food Worker Card
- Supply a tuberculosis skin test or chest x-ray dated no more than 12 months from the first day of employment
- Submit proof of MMR immunization or exemption
- Complete and maintain current infant/child/adult CPR, First Aid, and Bloodborne
- Pathogens training that is approved by DCYF
- Complete the Initial 30-hour Child Care Basics training and maintain 10 hours of STARS training each year after. All program staff must submit hours to MERIT.