



## Omaha Christian Academy: Director Afterschool Childcare Program – Early Childhood Center (ECC)

**Location:** Omaha Christian Academy Early Childhood Center (ECC):  
5116 Terrace Drive, Omaha, NE 68134 (in Greater St. Paul Ministries building)

**Reports To:** OCA Head of Schools

### **Work Schedule**

Work hours are 2:30 PM – 6:00 PM Mondays through Friday when regular school hours are in effect; 2:00 PM – 6:00 PM the last Wednesday of each month (early dismissal/teacher Inservice days); and any employee Inservice days, conferences and school events that may lie outside of regular hours, as required by administration. Must also extend hours occasionally to complete any administrative duties necessary to achieve the expected responsibilities listed below.

**Employee Type:** Part Time/Hourly

### **Job Description**

Our Afterschool Childcare (ASC) Directors play a crucial role in ensuring the supervision and safety of all OCA students attending our ASC program (Preschool and Prekindergarten) at the ECC. Our Mission at OCA is to educate students in light of biblical truth. God's word is woven through our curriculum and guidance at all levels, including our ASC program. ASC employees serve as a Christian role model both in and out of school to pupils, and as an example to parents and fellow faculty/staff/board members in judgment, dignity, respect, and Christian living. Childcare employees are expected to abide by all facets of the OCA Statement of Faith, Christian Philosophy, and faculty handbook, as well as compliance with local, state, and federal laws regarding childcare program management.

### **Job Duties and Responsibilities**

- Hold and maintain valid local, state, and federal certifications and qualifications or create and execute a service plan upon hire.
- Partner with the OCA (Wiesman Drive location) ASC Director to plan, coordinate and implement age-appropriate physically and mentally stimulating activities for students during the afterschool care hours.
- Work with the OCA Human Resources department to hire and coordinate scheduling of ASC staff.
- Coordinate with HR and other OCA Afterschool Childcare Director to maintain and adjust ASC policies.
- Effectively communicate with parents/guardians and staff regarding required student documentation, changes to any policies, and behavioral disciplinary actions.
- Maintain all student and staff records for the ASC program at their location.
- Maintain daily sign-in and sign-out information for each student in aftercare and partner with the OCA business manager to send monthly invoices to parents/guardians.
- Demonstrate excellent organizational skills, time management, both written and verbal communication, and interpersonal skills.

### **Qualifications**

- Must be 19 years of age or older.
- A GED or High School Diploma Required
- Holding a CDA or associate degree in early education, teaching or other similar areas of study is preferred.
  - If no degree is available, a pre-service plan is required upon hire.

### **Physical and Mental Demands:**

- Must be able to respond quickly in emergency situations.
- Must be able to lift, bend, stand and walk at an appropriate level for a preschool through elementary-level school environment.

Contact information:

Submit Application via [omahachristianacademy.org/job-openings2023](https://omahachristianacademy.org/job-openings2023) and scroll to select the [Staff Application link](#)