



IMMACULATE CONCEPTION SCHOOL

409 Palmer Rd
Columbia, IL 62236
618-281-5353

AFTERNOON LATCHKEY DIRECTOR

Immaculate Conception School is seeking applicants to serve as the afternoon latchkey director for the 2024-2025 school year. We are a faith-filled Preschool through 8th grade school committed to providing the highest standard of Catholic faith formation and academic excellence.

Duties:

- Send weekly sign-up emails to parents and create spreadsheet from responses
- Oversee daily and weekly record keeping for each child
- Respond to emails daily and adjust attendance as needed
- Ensure proper staffing of latchkey aides
- Approve and calculate staff timesheet twice a month
- Restock snacks as needed
- Maintain informational record on all students including food allergies, special needs, contact phone numbers and emails, and who is approved for pick up
- Conduct hour-long study hall for 3rd grade and above, Mon.-Thurs.
- Ensure the clean up of any space used
- Address disciplinary problems from a preschool age group up to 8th grade
- Communicate with parents as needed when issues arise
- Ability to multi-task and respond to several children's needs at a time
- Plan a variety of activities to create a fun, engaging environment
- Manage, supervise, and organize a large group of children of various ages
- Monitor the safety of children and be able to account for all children at all times

Skills:

- Ability to use Gmail and Excel
- Strong organizational and communication skills
- Capability to provide direction and guidance to staff and children

Hours: 2:30-6:00 every regular school day
1:30-6:00 every 2:00 dismissal day (8)

Salary: \$17/hour

All candidates must meet all Diocese of Belleville background checks.

Interested applicants should contact Dave Gregson dgregson@icsmail.org.