



**Job Title:** Auxiliary Services Supervisor

**School:** St. Leo Catholic School

**Reports To:** Principal

**FLSA Status:** 11 Month, Exempt, Full Time with Benefits

**Hours:** 40 hours/week

**Schedule:** M-F 10:00 am - 5:30 pm

**Salary:** Commensurate with Qualifications and Experience

**Expectations of Conduct:**

The mission of the Diocese of Charlotte Catholic Schools is to form students to be virtuous disciples of Christ with eternal salvation as the ultimate goal. All employees are an essential part of this mission and are truly and in a very real sense engaged in a special ministry, or apostolate, of the Roman Catholic Church. Those who publicly represent the Church as employees have a special obligation and responsibility to “exemplify the ethics and integrity lived and taught by Jesus, so that all those we serve will see in us His compassion and love.” (Most Reverend Peter Jugis, Code of Ethics Policy of the Diocese of Charlotte, p. 2)

Therefore, Catholic School employees must conduct themselves in a manner that is consistent with the teachings and precepts of the Catholic Church, promoting the welfare of the diocese and the school.

If you have questions about the tenets of the Catholic Church, please see the [Catechism of the Catholic Church](#).

**Summary of Position**

The position of Auxiliary Services Supervisor oversees and implements all auxiliary programs for the school and the principal’s vision for auxiliary programs at the school in alignment with the Catholic School Office and Bishop Michael Martin’s vision for the diocesan educational mission of the school. The primary role of this position is to oversee all auxiliary and after school programs including clubs and sports sponsored by outside vendors, the after school care program, and future additional extracurricular programming including holiday and summer programming.

## Essential Duties

Duties and responsibilities will include the following; however, other duties may be assigned as required.

- Oversee after school care program and staff
- Plan, facilitate, and evaluate enrichment activities for after school care students including visiting presenters, games, and additional learning activities
- Seek out and coordinate vendors providing clubs and extracurricular activities for all age groups
- Maintain complete, systematic and accurate records of all enrollment and financial obligations of students involved in auxiliary programs
- Order & inventory supplies needed for each program
- Monitor department budget and expenses
- Share & code invoices with finance department
- Assist with purchase orders and paperwork for new vendors for auxiliary programs
- Maintain CMG Connect & background check records for staff, volunteers, and vendors pertaining to auxiliary programs
- Maintain auxiliary staff & vendor files
- Bi-weekly review timesheets for after school care staff
- Ensure auxiliary staff sick time is recorded properly
- Collect all auxiliary staff new hire paperwork
- Assist auxiliary staff and vendors with any special needs or projects
- Answer the telephone, greet parents and guests
- Oversee student sign in and out
- Develop and distribute weekly communications from the school to families in auxiliary programs
- Assist with main office work including but not limited to: answering phones, assisting parents, students and teachers, answering the door, and other duties as assigned
- Maintain strict confidentiality with staff, student and family concerns

## Qualifications

The successful candidate will be a faith-filled, Christ-centered and mission-focused dynamic leader who holds a genuine commitment to Catholic education. Other important qualifications include:

- The ability to help the Principal create and grow a positive and collaborative working environment and a strong, vibrant Catholic educational culture
- A strong background in customer service with an excellent telephone manner
- A willingness to form and manage excellent working relationships with administrators, faculty, staff, parents, students, and visitors
- A general knowledge of the education process
- Computer literate in Google Suite, and Microsoft Excel and Word, and able to learn new programs easily
- Able to perform detail-oriented tasks and multi-task

## Education and Experience

### *Minimum*

- Ability to exemplify, articulate and support the Catholic Faith
- Bachelor's degree

### *Preferred*

- Practicing Catholic, who subscribes to the tenets of the Catholic Church
- 3-5 years classroom teaching experience

- 3- 5 years Management experience

### **Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform the duties of this job:

- The employee is frequently required to stand for long periods of time and walk quickly between locations on campus.
- The employee is frequently required to talk and listen to individuals and groups in person and on the phone.
- The employee must frequently lift and/or move up to 15 pounds.
- The employee must occasionally lift and/or move up to 35 pounds.

### **Work Environment**

- The work environment characteristics described by the job functions are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the work
- The noise level in the work environment is usually moderate to high.
- Employees are frequently outside and must be able to withstand the temperature and weather conditions for moderate lengths of time.

### **Supervisory Responsibilities**

- Directly supervises faculty and staff, according to diocesan policies, procedures, and applicable laws.
- May support the Principal in interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

### **To Apply**

Send resume with cover letter and completed [application](#) (found at the bottom of the page) to: Katie Nance, Principal of St. Leo Catholic School at [knance@stleocatholic.com](mailto:knance@stleocatholic.com)