

Position Title: Extracurricular Programs Director

Classification: Exempt

Hours: 1.0 FTE, ten month position, with 10 days taken at winter break, 5 at spring break, 15 in August, and the remaining 10 throughout the school year on Fridays.

Reports To: Head of School

Responsibilities

Extended Day Program

- Design forms, write letters, and provide relevant information for parent handbook, website
- Handle routine communication with parents re: contract changes, drop-ins, concerns
- Help to set prices in consultation with head and business manager
- Hire, schedule, and supervise staff
- Keep appropriate records of attendance and contracts
- Account for all contracts, contract changes, and extra billing; send information to bookkeeper
- Purchase food and maintain conditions to comply with food license
- Purchase and maintain materials and supplies
- Provide direct service to extended day children on regular and release days
- Oversee all aspects of programming to be consistent with the school's philosophy

Summer Program

- Create program content
- Design brochure and other relevant forms
- Handle all marketing/public relations/parent/website communication
- Help to set prices in consultation with head and business manager
- Hire, schedule, and supervise faculty and staff
- Determine facilities use in consultation with business manager
- Create and oversee budget
- Purchase and/or approve purchase of food, materials, and supplies
- Process all registrations and send that information to the bookkeeper
- Provide administrative and direct service to staff and students during the program

After School Music, Sports, Clubs, Homework Help, Algebra Help, and Tutoring

- Provide consultation as needed to program supervisor on program offerings, brochure design, policies, and parent communication
- Help set prices in consultation with program supervisor, head, and business manager
- Process all registrations, getting information to business office and after school music director
- Keep web site current
- Create master schedule and roster of all activities
- Communicate with parents as necessary

Qualifications

- Bachelor's degree or postgraduate work in subject matter and/or counseling.
- A minimum of five years teaching and administration experience in an independent school environment.
- Excellent verbal and written communications skills.
- Demonstrated leadership skills.

Physical Requirements and Work Environment

- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.