



# DIRECTOR OF AUXILIARY PROGRAMS

## SUMMARY

**LOCATION** | San Francisco, CA

**POST DATE** | February 12, 2025

**START DATE** | June 15, 2025

**SALARY RANGE** | \$90,000 - \$110,000

**REPORTS TO** | Chief Financial and Operations Officer

## SUMMARY

Community. Diversity. Inclusion. Creativity. Arts. Humanitarianism. Social justice. Love. Once you walk through the gates, it's easy to see why this school of preschool to 8th grade is so special. The School, with its adventure playground and large garden, sits in the heart of a vibrant urban neighborhood in San Francisco known as the Portola. For decades, the School has prioritized the arts, brought experiential and outdoor learning to life on and off its campus, and helped students not only find but express their true identity. At The San Francisco School, students and staff are on a first-name basis as a way of honoring the equality of each member of this very special village.

The San Francisco School seeks an independent school administrator for this operations staff position to bring passion for the school's mission and building community. The Director of Auxiliary Programs will create Extended Day, Summer, and special programs that will inspire passion and play, introduce students to new experiences, ignite joy, and build relationships across grades and with staff. Our families love and appreciate the extension of our programs, and the students don't want to leave.

## CORE VALUES

At the core of The San Francisco School are the values of culture, community, diversity, and belonging. From what we teach to how we teach it, we strive to model these values and instill them in our students.

These values are our lived experiences here at SFS, but they do not come without the intentional effort we dedicate to every facet of the SFS experience. Our staff jump in to collaborate and support each other, and they go out of their way to preserve the childhoods of our students. We use the outdoors as much as possible to give students the fresh air experience and to develop an appreciation for sustaining our natural world. All of our programs are designed to cultivate and celebrate the promise of each student.



# KEY STATISTICS

**Founded:** 1966

**Location:** 1.6-acre campus in San Francisco, CA, in the culturally and demographically diverse Portola neighborhood

**Campus:** 52% of the campus is dedicated to outdoor space including preschool and kindergarten play yards; adventure playground featuring a 50-ft slide, fruit trees, Field Station and barn; facilities include state-of-the-art theater and gym, rainwater cistern, and solar panel system

**Students:** 282 students in preschool through 8th grade; 65% are students of color

**Admission:** Average acceptance rate of 24% over the last three years; 95% retention rate

**Faculty and staff:** Student-to-faculty ratio of 6:1; 68% of faculty hold advanced degrees; average tenure is 11 years; 55% staff of color; more than \$140,000 spent on professional development annually

**Operating budget:** \$12,300,000

**Financial aid:** \$1,900,000 awarded to 27% of SFS families

**Endowment:** \$9,500,000

## OUR EDUCATIONAL PHILOSOPHY



### CURIOSITY

Students are natural explorers. We encourage students to ask meaningful questions and structure experiences for them to arrive at their own moments of discovery.



### CHALLENGE

Students take great pleasure in progressing toward mastery. We cultivate learning by designing lessons with varied and increasing complexity.



### COLLABORATION

Students grow through working with others. We model and teach teamwork, cooperation, and problem solving across grades and disciplines.



### COURAGE

Students are empowered when they face their fears. We urge students to take risks and embrace their mistakes.



### COMPASSION

Students are capable of astonishing kindness and empathy. We inspire students to think beyond themselves and believe that their actions make a difference.

## A NEW STRATEGIC PLAN

The San Francisco School has recently undergone the introspective process for reaccreditation by the California Association of Independent Schools (CAIS). With this self-assessment and recommendations from the visiting CAIS accreditation team, families, staff, and trustees will create our next strategic plan during the 2024-25 school year.

The last plan, *The Strategic Plan 2017-2022: Fulfilling Our Humanitarian Promise*, addressed the evolving demographics of the city and a world of increasing technological advances. Initially, it served as a compass, inspiring teaching and learning, advancing diversity and belonging, and deepening our engagement with the city of San Francisco. It prepared the School well for the pandemic when support for students and staff, a major programmatic pivot, and expanded spaces were critical.

Until the next strategic plan is created, the SFS Board of Trustees has approved six bridge initiatives to guide the School in the interim. These short-term initiatives are the product of input provided by school families, staff, and trustees. Intended to be ambitious but achievable they will help advance the work focused on people, program, and place.







## THE BRIDGE INITIATIVES

### PEOPLE

- Strengthen systems of support for staff so that SFS is a place where staff can thrive in the long term
- Assess and sustain the school's diversity, equity, inclusion, justice, and belonging efforts in order to attract and retain a diverse community of staff and students

### PROGRAM

- Effectively structure and sustain continuity in all programs from PS-8th grade so that the School has the most relevant curriculum, and teaching becomes even more interdisciplinary, collaborative, consistent, and resilient to turnover.
- Develop scope and sequence of cross-disciplinary literacies for students, staff, and families across the PS-8th grade years

### PLACE

- Maximize efficiency of campus resources by optimizing footprint and identifying ways to reduce environmental impact
- Enrich engagement with the Portola so that the SFS campus and community can serve as a resource to the neighborhood

# SPECIFIC DUTIES AND RESPONSIBILITIES

- Develop a strategic Auxiliary Programs plan, aligned with the priorities set by the Head of School, with one-year action plans and multi year forecasts
- Lead by example in implementing the School's Auxiliary Programs plan
- Consult with the Curriculum & Program team and Head of School regarding Auxiliary Programs management and operational needs, including scope and priorities of programs, schedules, shared space needs, staffing, and timing of communications
- Collaborate with other administrative and facilities staff to determine scheduling and space use
- In coordination with the Director of Finance and Operations, manage budgets, allocates resources, and coordinates billing to parenting adults
- Hire, train, and manage all auxiliary programs staff
- Coordinates all staffing for auxiliary programs, including substitutes in collaboration with the Front Office Manager
- Provide training and ongoing support for auxiliary programs staff
- Establish ideal staffing models and best practices for staff members in accordance with California Child Care regulations
- Step in to teach classes when necessary
- Ensure continuity of care between the day program and auxiliary programs
- Guide student behavior with patience and support, employing restorative practices
- Direct and coordinate scheduling of programs and locations
- Manage promotion and communications of auxiliary programs on social media, website content, and print materials in collaboration with the Director of Marketing and Communications
- Manage enrollment and billing for all programs





## QUALIFICATIONS

- Bachelor's degree in Education, Recreation, Management, or a related field, advanced degree preferred
- Experience training, supervising, and evaluating staff
- Ability to set and manage budgets
- All prospective employees must be able to clear a background check and TB screening

## OPPORTUNITIES AND LOOKING AHEAD

- Build a more robust Middle School summer academic program
- Explore international experiences and outdoor trips for students and families
- Connect with the Portola neighborhood with more service learning connections
- Engage more families with specialty programs throughout the year







## HOW TO APPLY

Please find more about the School and career opportunities at [www.sfschool.org/careers](http://www.sfschool.org/careers). Interested candidates should email the following to [jobs@sfschool.org](mailto:jobs@sfschool.org)

- Cover letter introducing yourself to The San Francisco School search advisory committee
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you)
- Leadership statement that addresses the following prompt: How would you lead change at a school with 1) a well-established set of core values, 2) a deep sense of community, identity, and mission, and 3) a bold strategic plan?



SCAN to access  
[www.sfschool.org/careers](http://www.sfschool.org/careers)



# ACCREDITATIONS AND ASSOCIATIONS

California Association of Independent Schools (CAIS)  
National Association of Independent Schools (NAIS)  
California Teacher Development Collaborative (CATDC)  
People of Color in Independent Schools (POCIS)  
National Business Officers Association (NBOA)  
California Independent Schools Business Officers Association (Cal-ISBOA)  
Council for Advancement and Support of Education (CASE)



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