



## **Director of Special Programs**

Job Status:	100% FTE
FLSA Classification:	Exempt
Date Modified:	March 17, 2023
Start Date:	August 1, 2023 (school year calendar is July 1-June 30)
Salary range:	\$92,800 - \$95,600 (prorated for late start, after summer camp)

## **Overview of Position**

The Director of Special Programs designs and manages all of the School's non-school-day programming, including for Extended Day, summer, childcare events, and vacation camps. Directs and coordinates schedule and locations; hiring, training, and management of staff; promotion and communications; and enrollment and billing for programming.

## **Essential Functions: Leadership and Management Responsibilities**

- Develops annual strategic Special Programs plan, aligned with the priorities set by the Head of School, with one-year action plans and three-year forecasts for Special Programs
- Consults with Curriculum & Programming team and Head of School regarding Special Programs needs to determine scope and priorities of programs and appropriate program schedules, and to discuss structure, space, staffing, promotion, and overall management and operations
- Takes the lead role in implementing the School's Special Programs plan
- In coordination with the Director of Finance and Operations, manages budgets, allocates resources, and coordinates billing to parents/guardians
- Hires and manages all special programs staff
- Coordinates all staffing, including substitutes in the extended day program
- Provide training and ongoing support for special programs staff teach class (when necessary)
- Competence in social emotional well being and ability to work with division heads to ensure continuity of care between day program and extended day
- Experienced guide of student behavior with patience and support
- Establishes ideal staffing models and best practices for staff members in accordance with California Child Care regulations
- Collaborates with other administrative and facilities staff to determine best practices of scheduling and space use
- Works with the Business Office, Communications and Marketing Manager, and Front Desk to assure ideal, unified promotion and communication systems to staff, families, and students

## **Qualifications**

- Ability to communicate effectively with constituents from the entire school community
- Ability to define problems and implement appropriate solutions
- Demonstrated ability to effectively utilize or learn school systems (Word, Excel, ParentSquare, etc.)
- Pedagogical background to train, supervise, and evaluate staff in accordance with the

mission and pedagogical approach of the School

- Previous supervisory and budgetary experience
- B.S. in Education, Recreation or Management or related field or equivalent training and experience
- All prospective employees must be able to clear a background check and TB screening

### **Competencies**

- Teaching and Learning - Ability to learn and teach others established processes. Recognizes the importance of learning and motivates others by their own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.
- Time Management Skills - Manages many tasks and projects simultaneously
- Maintains work/life balance without compromising expectations of others. Respected for ability to “find” or “make” time to get things done.
- Organizational Skills - Creates action plans to meet program goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies for the program to ensure success.
- Oral and Written Communications Skills - Effectively communicates expectations, policies, procedures and corrections to staff, families, and students. Maintains open communications channels with peers, administrators, and parenting adults.
- Problem Solving Skills - Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different constituents.
- Strategic Thinking Skills – Able to gather, synthesize, and analyze quantitative and qualitative data to arrive at recommendations for immediate action plans and long-range goals to meet and deliver on the broader vision set forth for the organization.
- Operational Planning Skills – Understands and balances the culture of the community and needs of the program with limited financial and human resources, while defining new logistics and processes to execute improved operations.

### **Work Environment and Physical Demands**

- A fast-paced environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Varying levels of noise both inside and outside of the classroom
- Intermittently in outside weather conditions
- Areas that may contain rugged terrain
- Lift up to 30 lb. (snack supplies)
- May work at a desk and computer for extended periods of time.

### **Work Hours**

- School Year from 10 am to 6 pm, Summer 8 am to 4 pm
- After hours, weekend, and holiday work schedule as appropriate
- During school closures, if working during one of the vacation camps, additional vacation days may be taken in coordination with the DFO and Head of School. First year employees receive ten days of vacation to be taken during the summer. Second year and beyond receive fifteen days of vacation with at least one week taken during the School Year. All vacations coordinated in advance with the supervisor and/or Head of School.