



<b>Position Title:</b>	<b>Assistant Director of Explore and Extend</b>
<b>Date Modified:</b>	November 2022
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Director of Explore and Extend
<b>Position Purpose:</b>	Responsible for assisting the Director of Explore and Extend in planning, marketing, scheduling, and overseeing the school's programs, after school care and other school enrichment programs and activities.
<b>Work Hours:</b>	9:30 a.m. – 5:00 p.m.* <i>*Flexible until 6:00 p.m. as needed.</i>
<b>Summer Hours:</b>	May require additional hours depending on schedule of offerings.
<b>Work Calendar:</b>	Full Year
<b>PTO Designation:</b>	Senior Staff ( <i>Black-out Dates May Apply</i> )

### **Description**

The Assistant Director of Explore and Extend works directly with the Director of Explore and Extend to design and run programs for School of Music, after school care, after school enrichment, summer programs and other ancillary programs.

### **Essential Functions and Tasks**

- Acts as manager of programming for Explore and Extend on Couper Campus after school and during the summer program.
- Assists the Director in serving as a liaison between summer and after school programming staff and full-time faculty of the school.
- Assistant Director with maintaining records and planning needs for budgeting purposes.
- Oversees the selection of material and activity supplies for summer, after school care and after school enrichment programs, in concert with the Director.
- Assists Director in overseeing summer, after school care and after school enrichment employee training, supervision, and evaluation.
- Oversees the implementation of all requirements for licensing under DFPS and oversees that portion of the after-school programming. Manages all Explore and Extend programs on Couper Campus.
- Assists Director with development of explore and extend programs that include academic, athletic, music and performing arts, visual arts, science, and technology activities.
- Oversees operation of the after-school childcare and after-school enrichment programming, under direction of the Director of Explore and Extend.
- Maintains records and plans for budgeting purposes.

### *Assistant Director of Explore and Extend*

- Oversees the selection and purchasing of materials and supplies for Explore and Extend programs on Couper Campus.
- Assists the Director in scheduling and delivering training, supervision, and evaluation of department staff.
- Seeks programs to encourage social emotional growth and encourage responsibility within our student population.
- Seeks opportunities for growth of programs for students in all grade levels.
- Actively seeks out professional development opportunities for teachers within the after-school program, appropriate to age of students.
- Functions as an instructor in after school programs as needed, determining duties for other instructors and reporting program needs to the Director.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Explore and Extend program.
- Assists in the recruitment and selection of new and replacement staff.
- Other duties as assigned by the Head of School and/or direct supervisor, including extra curricular.
- Knowledgeable about school databases and uses Veracross and other program modules and/or other school management software programs.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan
- Meets the Employee Expectations and Standards of Professional Excellence and enthusiastically takes part in professional growth opportunities.
- Well versed with and adheres to school policies in all areas of student interaction.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's Explore and Extend policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program

### **Qualifications**

- Bachelor's degree
- A minimum of three years teaching experience (or the equivalent) in an independent school environment preferred.
- Demonstrated leadership and facilitative abilities – preferably in a summer or extra-curricular setting.
- Administrative or teaching experience in a successful summer or after school program.

**Physical Requirements and Work Environment**

- Occasionally lift to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach.