

Position Title:	Director of Explore and Extend
Date Modified:	June 2023
FLSA Classification:	Exempt
Reports to:	Chief Financial Officer
Position Purpose:	The Director of Explore and Extend is responsible for planning, marketing, scheduling, and overseeing the school's after school care, after school enrichment programs and activities, and supervises the School of Music manager and program.
Work Hours:	9:00 a.m. – 6:00 p.m. *Hours will vary depending on the schedule of departmental offerings.
Work Calendar:	School Year
PTO Designation:	School Year Admin (<i>Blackout dates may apply</i>)

Description

The Director of Explore and Extend plans, markets, schedules, and oversees the school's after school care and after school enrichment programs and activities and serves as the principal decision maker for all Explore and Extend and School of Music programs.

Essential Functions and Tasks

- Initiates, implements, and oversees the day-to-day programs and activities of the after school program.
- Serves as the principal decision maker for all Explore and Extend and School of Music programs.
- Develops after school care and after school enrichment programs that include academic, athletic, fine arts, music, and extra-curricular activities.
- Creates and oversees an effective internal and external marketing program for after school care and after school enrichment programs in concert with the Director of Communications and Marketing.
- Schedules programs and delivers training, supervision, and evaluation of department staff for Explore & Extend, School of Music, and the School of Music Manager.
- Develops Explore and Extend program budgets to ensure profitability goals are met.
- Recruits and selects new and replacement staff along with a search committee.

- Oversees operation of the after-school childcare and after school enrichment programming.
- Prepares reports on the status, progress, profitability, and other functions of Explore and Extend programs for the Head of School, CFO, and other key administrators.
- Plans, prepares, and implements all areas of financial responsibility related to Explore and Extend programs.
- 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.
- In collaboration with the Controller, generates monthly revenue, expense, and program activity reports for Explore and Extend programs to track the development of programs.
- Determines the selection and purchasing of materials and supplies for Explore and Extend programs.
- Provides CPR and Safeguarding God's Children to Explore & Extend, School of Music employees and other employees as needed.
- Other duties as assigned by the Head of School and/or direct supervisor including extracurricular activities.
- Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Is assessed through the Professional Growth and Evaluation Program.
- 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.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Knowledgeable about Veracross and uses Veracross school module 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.
- 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.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.

- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree; Master's Preferred
- A minimum of three years teaching experience (or the equivalent) in a school environment.
- 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

- Ability to lift 50 pounds.
- Ability to work all conditions, both inside and outside including varied extreme outside weather conditions.
- Ability to work in a highly stressful 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 for a minimum of eight hours per day.