

Extended Day Manager

Giddens School offers Preschool through 5th-grade students an education grounded in the belief that critical thinking and social responsibility form the basis of an academically excellent curriculum. Giddens School is one of the most ethnically, economically, and socially diverse independent schools in the Northwest. Students graduate as curious, socially responsive, creative young people who are well-prepared for a lifetime of learning. Giddens School is explicitly committed to building a diverse community and actively seeks candidates that are often underrepresented in schools. Please visit our [website](#) for more information.

Job Description

The Extended Day Program Manager oversees all aspects of life at Giddens School beyond the school day. They are responsible for leading the school's extended day program which, in addition to before and after school care also includes school year day camps and summer camp programming, enrichment opportunities, and the lunch program. The Manager plans and implements all aspects of these programs, including systems, personnel, and registration management. Additionally, the Manager hires and onboards all substitute teachers to the school for both the daytime program and the extended day program. The Manager is expected to monitor and assess the efficacy of these programs and systems, in line with the goals set by the Head of School and Board of Trustees. The Manager reports to the Head of School.

The Extended Day Program Manager plays a vital role in the Giddens School community. As an influential voice in the school, the Manager represents Giddens School to a variety of constituents including current, former, and potential students, families, staff, and collaborating organizations. They will develop a strong understanding of how various systems in the school work, and be a part of maintaining those systems.

Specific responsibilities include:

- Developing the systems and supports for the Extended Day program, childcare, day camps, and special programs.
- Hiring, training, and oversight of staff for the Extended Day and day camp programs as well as substitutes for the day time and extended day programs.
- Together with the ExD Assistant Manager support in the year-long SPARK curriculum development for the Extended Day program.
- Direct and oversee the quality of day to day operations of the Extended Day program and day camps.
- Manage registration for Extended Day, day camps, childcare and special programs including maintenance of database systems, and the implementation of customer service focused policies.
- Manage the technology hardware required for registration systems and Extended Day and day camp staff.
- Manage operating budget for assigned programs under the supervision of the Director of Finance.
- Together with the ExD Assistant Manager, communicate, schedule and coordinate with internal and external vendors who provide enrichment classes.
- Ongoing promotion of quality programming which includes but is not limited to:

- o Data analysis
 - o Budget analysis
 - o Marketing initiatives
 - o Communication to parents and staff
- Individual teacher coaching and weekly staff professional development meetings for Extended Day staff.
- Completion of any and all duties as assigned by the Head of School.

Education and Experience

Previous professional experience working in school settings is preferred. A strong applicant will have exceptional organizational, interpersonal, managerial and communication skills. Additionally, they will possess:

- A Bachelor's degree in education or a related field, Masters degree preferred
- Experience leading groups of children in preschool – 5th grade
- Supervisory experience including hiring, professional development, performance growth planning
- Adult learning or coaching experience preferred

Compensation

Giddens School is committed to attracting and retaining outstanding employees through compensation and benefits package competitive with similar schools in the region.

The position is open until filled. Availability to assume role July 15, 2020. No phone calls, please. Please send a cover letter, resume, and statement of educational philosophy to employment@giddensschool.org

Giddens School is actively seeking to diversify its workplace and does not discriminate on the basis of race, ethnicity, age, disability, religious affiliation, sexual orientation, gender identity or expression, or any other status protected by law.