



Salisbury Academy inspires a love of learning and prepares passionate leaders through discovery, stewardship, community, and faith.

- *Our school community strives to create a challenging and enriching curriculum that celebrates imaginative and intellectual exploration.*
- *Our students learn to serve and become stewards of the community and the environment.*
- *Our program allows students to develop in character and live lives of respect, responsibility and compassion.*
- *Our school culture is based on the Christian virtues of love and acceptance.*

Title: Director of Extended Learning/Staff Support

Reports To: Head of School

Qualifications:

Bachelor's Degree preferred, 3-5 years of experience in a similar leadership role is preferred

- Excellent attention to detail, exceptional customer service and communication skills, ability to multi-task, experience managing a variety of personnel and delegating responsibilities and a proven ability to meet deadlines.
- Superior organization skills and experience with budgets and billing records.
- Programmatic creativity and proven ability to build and develop relationships with Salisbury Academy families, colleagues, and outside vendors delivering extra-curricular programming.
- Ability to supervise the day-to-day functioning of all programs and staff, while also thinking strategically and proactively about program and associated activities months in advance
- Proficiency with MS Word, email, and Google Docs
- Availability and willingness to work outside a normal schedule as needed.

Job Description

Salisbury Academy seeks an ambitious and experienced leader to serve as Director of Extended Learning. The Director of Extended Learning oversees all aspects of Afterschool Care for JK-8 (ASK) and assists with Summer Camp planning and supervision. This position also arranges for childcare for special events (staff workdays, parent meetings, etc.).

ASK serves students in grades JK-8 in the Early Childhood, Lower School, and Middle School divisions from dismissal until 5:30 pm. This program oversees after school snacks, supports homework time, and engages students in meaningful games and activities that complement the overall philosophy of our experiential learning environment.

This position is a 12-month salaried position with an anticipated average of 30 hours per week (Noon-6 pm daily)

Job Duties

- The Director of Extended Learning is responsible for the direct care and supervision of all students and staff members, promoting and actively participating in all ASK and Summer Camp activities, providing a safe and fun environment, and serving as a positive role model
- Continue to reflect the culture that has been established at SA
- Greet each parent and child in a welcoming manner
- Retain and evaluate the services of appropriate staff to organize and run the programs
- Create and monitor all safety and health programs
- Arrange for thoughtful communication with parents and participants
- Support the school and its leadership
- Supervise students with attention to behavior and group management, health and safety, security and personal and skill development
- Ensure staff know their responsibilities and expectations
- Coordinate daily and monthly schedules
- Planning daily activities
- Calling parents when a child is injured or a behavior concern
- Oversee sign-in/out of students
- Oversee billing for program
- Working with Director of Business Operations to determine appropriate fees
- Working with Director of Student Life to coordinate enrichment offerings

Physical Requirements: Lifting of items not to exceed 40 pounds; ability to stand for long periods of time, excellent hearing abilities; ability to direct students from one area of a building/campus to another.

Working Conditions and Schedule: Indoors and outdoors: The program is housed in various classrooms around campus and on the playground. Attendance at some school events at which the presence of the Director is required. Non-traditional/flexible summer schedule

To apply for this position, please submit a resume, cover letter, and a list of three references to:

Salisbury Academy
Beverly Fowler
Head of School
bfowler@salisburyacademy.org

Review of resumes will begin immediately and continue until the position is filled. This position does require a Criminal Background Check