



Director of Auxiliary Programs

Grades PreK3 - 8

St. Andrew's is an independent, college preparatory school located in Savannah, GA. Serving grades PreK3 – Grade 12, the school operates in a divisional model. The Lower School at St. Andrew's serves students in grades PreK3 – Grade 4; the Middle School serves grades 5-8; and the Upper School serves grades 9-12. With a student centered model as their foundation, St. Andrew's teachers are dedicated to a 21st Century pedagogy and are comfortable integrating a purposeful level of technology and project based learning in their classrooms to support instruction. Striving to create an engaging and meaningful learning environment, St. Andrew's is committed to small class sizes, applied learning, and an individualized approach to instruction.

Essential Duties and Responsibilities

The Director of Auxiliary Programs is responsible for organizing, implementing, and hiring for the extended care services St. Andrew's provides M-F from 7:00 a.m - 8:00 a.m. and again from 2:30 p.m. - 6:00 p.m., the full day care provided on staff planning days, the after school enrichment programs, and the seven week Summer Camp program in June / July. The Director's job is a 12 month full-time position with on-site management responsibilities and options for a hybrid schedule to create flexibility. The Director will provide organization, production of program materials, administrative support, and leadership for all auxiliary programming at St. Andrew's.

Responsibilities for Aftercare will include, but are not limited to:

- The planning of an Aftercare infrastructure and curriculum.
- Organize and schedule enrichment programming through community partners and providers offered in a Fall and Spring semester calendar.
- Manage the hiring process for Aftercare Counselors with oversight provided by the Head of Lower School.
- Create and oversee the orientation and ongoing professional development of Aftercare Counselors in the areas of activity development, student management, safety, school procedures and protocols.
- Ensure all Aftercare employees have completed the applicable first aid and CPR training.
- Order and maintain supplies and materials.
- Track attendance and submit billing to the business office for participating students.
- Enact streamlined procedures and provide quality customer service to participating students and their families.
- Maintain the safety and security of the children in the program as well as the facility during program hours.
- Align and present all auxiliary programming as an extension of St. Andrew's School in accordance with our school mission.
- Other reasonable expectations as assigned by the Head of the Lower School.

Responsibilities for Summer Camp will include, but are not limited to:

- Responsible for developing and implementing the St. Andrew's Summer Camp for students PreK-4 through Grade 8 including hiring camp counselors, assisting with day-to-day operations including program coordination and scheduling, enrollment management, and staff training and development.
- Responsible for on-site management daily, Monday through Friday, for the duration of the summer camp.
- Develop and oversee the business management of the camp including facilities management, financial record keeping, marketing, and database management.
- Oversee the financial management of the summer program budget to ensure adequate funding.
- Recruit, schedule, and manage staff based on camper enrollment, camper safety, and the St. Andrew's school mission.
- Create and manage communications with parents, campers, staff, and volunteers.

Qualifications

- A bachelor degree (masters preferred) in education or a closely related field.
- Experience with summer camps, after school programs, athletics, or recreational programs.
- A preference for candidates with knowledge of, and/or experience working in, an independent school environment.
- A willingness to collaboratively with multiple departments on campus.
- Demonstrated involvement in professional development and school community engagement beyond the daily assignment.

Desired Qualities

- **Adaptability** - Illustrates flexibility in the shifting priorities required to meet the needs of a student-centered classroom.
- **Communication and Customer Service Skills** – Understands the unique balance of an Independent School community and the variety of stakeholders. Communicates clearly and compellingly with the diverse balance of daily interactions in both oral and written forms. Anticipates and responds to stakeholder needs in a high-quality and courteous manner.
- **Innovative Problem Solving** – Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving. Takes initiative to explore situations and find potential innovative solutions.
- **Dependability** – Consistently delivers instruction with high quality reflective of the values and pedagogy of a St. Andrew's School education. Meets the needs of students and parents with a combination of organization, detailed planning, and regular communication.
- **Use of Data and Technology** – Exhibits a familiarity and comfort with the use of school-related data and classroom technology and regularly integrates both to the benefit of classroom instruction.

Interested candidates should contact Anne Weisel, Head of Lower School, at: weisela@sas lions.com and include a cover letter, resume, and a minimum of three references.