Position Available: Director of Extended Day and Extra Curricular Activities, full-time, starting June 1, 2019

Since 1964, Seattle Country Day School has been inspiring gifted children in grades K-8 to discover their potential through inquiry. Students are the center of a dynamic learning and discovery process. Experienced teachers focus on intellectual and character growth, attending to the social, ethical, and emotional needs of sensitive and capable students. Small classes generate curiosity and innovation through inquiry learning, and provide opportunities for collaborative experiences with a curriculum rich in mathematics, science, technology, humanities, and the arts.

Seattle Country Day School affirms that attracting, supporting, and embracing a diverse community is critical to fulfilling its mission of educating gifted students, and seeks diverse racial and ethnic backgrounds in its faculty in order to reflect the diversity inherent in a multicultural city and society. The school is committed to diversity among students, faculty, staff, and Board of Trustees.

Qualifications
Four-year college degree is required. Experience supervising children, developing programs and managing staff is also required. Knowledge of cognitive and emotional development of gifted children is preferred. Must have strong communication and relational skills and be able to organize and prioritize.

Responsibilities
The Director of Extended Day and Extra-Curricular Activities reports to the Chief Financial Officer, and is responsible for the implementation and management of an engaging and well-rounded program of supervision and educational enrichment opportunities during non-class hours. Student activities should be stimulating, diverse, creative, and suited to the wide range of after-school needs of SCDS’s student population. Specific responsibilities include but are not limited to the following:

Student Program and Supervision
- Ensure a safe, secure, and healthy program of student supervision during after-school hours;
- Plan, coordinate, and oversee after school activities and class offerings;
- Provide students with an appropriate range of after-school opportunities. These should include a wide range of options for students, from highly active physical play, to guided instruction in specific subject or interest areas, to quiet and reflective study time;
- Participate in the recruitment and hiring of new staff;
- Manage and oversee Extended Day staff including orienting new personnel, facilitating staff meetings, promoting staff development, and performing staff reviews;
- Assign classroom and teaching spaces in conjunction with Facilities Manager and SCDS faculty, for different after-school activities;
- Procure materials and supplies necessary to implement program;
- Attend faculty meetings as available, to communicate general program information and be available for occasional events scheduled beyond the normal school day as needed;
- Work in conjunction with teachers involved in other SCDS after-school programs to increase communication and coordination of extra-curricular options;
- Other duties as assigned.

Program Organization and Management
- Manage program enrollments and registration;
- Communicate with the business office in a timely manner to facilitate billing. Provide regularly updated information regarding registrations and program charges;
- Produce financial statements necessary to develop, manage, and oversee the program budget;
- Communicate with other local and regional extended day program directors;
- Communicate with parents on a regular basis, respond to parent inquiries in a timely manner;
- Other duties as assigned.

**Salary and Benefits**
Negotiable, depending on qualifications. Benefits include Medical, Dental, Life/LTD, Retirement (TIAA CREF-Employer Matched), Section 125 Plan.

**Application Process**
Applicants should complete an employment application available on the school’s website at [www.seattlecountryday.org](http://www.seattlecountryday.org). Submit this completed application along with a letter of interest and resumé to humanresources@seattlecountryday.org

Seattle Country Day School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, age, national origin, sexual orientation, or physical challenges. In addition to federal law requirements, Seattle Country Day School complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.