

**Lesley Ellis School
seeks
Auxiliary Programs Director**

Flexible start date, full time position

12 month, full-time position. Hours are approximately 9:30a.m. - 5:30p.m.

We are seeking a dynamic and innovative individual to serve as our next Auxiliary Programs Director. The Auxiliary Programs Director oversees all aspects of the auxiliary programs (Preschool - Grade 8) at Lesley Ellis School (Arlington, MA) and assumes responsibility for the overall vision, program design, planning, organization and coordination of the summer program, afterschool program and vacation program. The Auxiliary Programs Director is a member of the school's administrative team.

Responsibilities include:

1. Oversee all aspects of the auxiliary programs (summer, afterschool, and vacation) including hiring, scheduling and supervising staff; managing budgets, space use and materials; approving and submitting timesheets; and coordinating all internal and external constituents.
2. Provide orientation and onboarding for new staff members.
3. Take the lead in developing and implementing curriculum for all programs in collaboration with program staff.
4. Provide positive guidance techniques to staff to support them in maintaining appropriate student behavior.
5. Manage registration and enrollment for all programs.
6. Communicate regularly and as needed with families in all programs.
7. Ensure the summer program is appropriately licensed and consistently meets state licensing requirements.
8. Partner with Early Morning Drop-Off staff to ensure an engaging program for students arriving before the start of the school day.
9. Establish relationships with students based on respect for individual learning styles, developmental stages, and temperaments.
10. Develop and manage program budgets in partnership with the Head of School.
11. Oversee all safety and health protocols in coordination with school administration and school nurse.
12. Consistently communicate in a positive and professional manner to all constituencies.
13. Promote a positive environment for all members of the school community.
14. Reflect an understanding of and commitment to the "big picture" point of view when considering student, parent and faculty needs in school discussions and decisions.
15. Sustain, extend, and support the school's commitment to being an inclusive community, dedicated to a multicultural, anti-bias, and non-violent stance.

Qualifications:

1. Bachelors' degree and a minimum of three years experience working in comparable programs

2. Experience working with elementary and/or middle school students.
3. Professional communication skills in writing, in-person, and over the telephone.
4. Digital organizational skills and attention to detail. Proficiency with the Microsoft suite of products, especially Word and Excel.
5. Proficient in use of technology.
6. Self starter with the ability to work independently.
7. Experience with budgeting and generating revenue
8. Ability to kneel, reach, run, bend, lift and carry up to 40 pounds, and stand for periods of time.
9. Commitment to actively work toward an inclusive, antiracist and anti-bias school environment

Interested candidates should send a cover letter, resume, and three letters of reference to:
Head of School, Deanne Benson at jobs@lesleyellis.org

Lesley Ellis School is an equal opportunity employer.