



Director of Extended Day and After-School Programs

DEPARTMENT: ADMINISTRATION/EXTENDED DAY
REPORTS TO: CHIEF FINANCIAL OFFICER
STATUS: FULL-TIME, EXEMPT (10AM TO 6PM)
SALARY: \$85,000 to \$99,000

Black Pine Circle School is a K–8 independent school in Berkeley, California. For more than 50 years, we have inspired lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K–5) supports approximately 125 students, and our Upper School (grades 6–8) supports approximately 200 students.

MISSION STATEMENT

BPC's mission is to create a learning community that encourages humanity, empathy, moral depth, cultural understanding, and freedom in intellectual pursuits. Socially, it is our goal to instill mutual respect, compassion, and a sense of belonging among all of our students.

POSITION SUMMARY

This position is responsible for providing leadership for BPC's Extended Day Programs, including morning care, aftercare, and after-school programs for elementary and middle school students. The Director of Extended Day Programs is responsible for a strategic vision for the after-school program, including enrichment classes, clubs, and summer/school break camps. This position is an integral part of building the school community and supporting families during their years at Black Pine Circle School. The Director of Extended Day Programs is responsible for planning, programming, and hiring for summer camps, and camps during school breaks. Additionally, the Director of Extended Day Programs collaborates on scheduling with the leaders of BPC's band, orchestra, sports programs, and oversees online registration for all EDP programs.

RESPONSIBILITIES

- Collaborate with the leadership team and other stakeholders regarding the planning, development, sign-ups, and implementation of Extended Day: morning care, aftercare, after-school clubs, band, orchestra, upper school sports, summer camps, and other camps during school breaks
- Research, purchase, stock and financially reconcile EDP aftercare snack (two snack periods per day for an average of 75 students per day)
- Recruit, train, supervise and arrange payment for all after-school club staff (Fall, Winter & Spring)
- Support the Lower and Upper School with yard/lunch duties and student relationships
- Oversee the day-to-day needs of extended day programming

- Mentor, support, supervise, and evaluate Extended Day teachers
- Work in collaboration with the Chief Finance Officer to employ Extended Day teachers
- Manage and staff childcare at evening school events
- Collaborate with division heads and administrators to ensure seamless transition between the end of the school day and Extended Day/after-school programs
- Create an environment that supports and encourages the social, emotional, and physical safety and growth of each student who participates in Extended Day programming
- Establish strong relationships with parents and community members
- Establish and maintain partnerships with outside providers who offer content for after-school programs
- Manage program revenue collection and associated operating expenses
- Communicate promptly with families and staff regarding programmatic questions and logistics
- Maintain program files: accident/incident reports and daily attendance records
- Other duties as assigned by supervisor

SCHOOL-WIDE DUTIES

Participate on school committees as needed and appropriate

- Attend all 4-STAR events (school-wide mandatory events)

QUALIFICATIONS AND SKILLS

1. BA/BS in education, child development, or related field. Professional training and/or relevant experience will be considered in lieu of a degree
2. A love of work with children, especially with K-8-aged students
3. Proficient knowledge of the academic and social-emotional development of young children
4. Strong communication, collaborative, organizational, and time management skills
5. Proven leadership abilities
6. Ability to take initiative and collaborate effectively with diverse constituencies
7. Willingness to be a team player and take on a leadership role
8. Ability to generate innovative solutions and strategies
9. Knowledge of the essential role social-emotional literacy plays in the school environment and interest in the application of SEL in the Extended Day Program
10. Technological proficiency to manage registrations, sign-ups, and billing for the school's Extended Day program, including record-keeping updates. Experience with Procure, Google Sheets, Veracross, or similar SIS systems is a plus.

COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of Director of Extended Day Programs is \$85,000 to \$99,000 depending on factors such as experience and education.

BPC's board and administration are dedicated to offering competitive salaries and benefits, including medical benefits, retirement plan employer contributions, and professional development opportunities.

WORK ENVIRONMENT

Required to lift and carry up to a maximum of 25 lbs., in a correct manner consistent with the appropriate training provided by the School. Reaching with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel occasionally. Use of telephone, computer, copier, and other office equipment. Required to sit (or stand) for prolonged periods of time while operating a computer for approximately 6-8 hours daily. Repetitive motion for typing and other keystroke needs.

HOW TO APPLY

Candidates interested in the following positions should submit their resume and cover letter to jobs@blackpinecircle.org, with the title of the position you are applying for in the subject line. The cover letter should include an introduction of yourself to the hiring committee, as well as why you are interested in joining the Black Pine Circle community. Resumes without a cover letter will not be reviewed.

Black Pine Circle School is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, and volunteers, and the School makes decisions based on the merits of each candidate. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment, and prohibit discrimination based on an individual's culture, race, ethnicity, sex, religious beliefs, ancestry, sexual orientation, gender identity, reproductive health decisions, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. Black Pine Circle will afford equal employment opportunities to all qualified applicants, employees, and volunteers as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.