



SOUTHERN TEACHERS

A G E N C Y

Director of Afterschool Programs Collegiate School Richmond, Virginia

collegiate-va.org

Southern Teachers is assisting Collegiate School as it seeks a Director of Afterschool Programs to be responsible for *Kinder Quest* (JK-Kindergarten), *Cougar Quest* (Grades 1-4) and *Middle School Quest* (Grades 5-6). Programs include play, snack, homework, and free time until 6 p.m. and all day on certain school holidays. The Director also supervises and works with the *Activity Quest* Coordinator to plan afterschool enrichment activities consistent with school's curriculum. The Director must be an educational entrepreneur at heart, a collaborator with strong communication skills and a customer-service orientation in interactions with parents. Innovation and creativity are keys to providing effective learning and enrichment transitions from school day to afternoon. Planning and organization skills are a must, as is the ability to supervise a staff while ensuring compliance with program licensure requirements.

The Director builds relationships throughout the community to support program goals and works with school leaders and faculty to create curriculum that will extend learning and uphold Collegiate standards. The Director communicates regularly with parents; supervises and assists program leaders; hires, trains, and mentors staff; maintains the staff policy manual and parent handbooks; sets emergency guidelines and trains staff in proper responses; works with the Director of Auxiliary Services to develop annual business plans and budgets; creates registration materials in compliance with DSS regulations; and enrolls children in the program as space allows.

Candidates should hold graduate degrees in child-related fields and have at least six months of experience in the group care of children or equivalent educational experience that meets state licensure requirements. They should be resourceful and flexible; skilled in problem solving and strategic planning; and proficient with technology for operational management, analysis, and communication. The Director must be a collaborative leader with integrity who can communicate the school's purpose, build trust among colleagues, be accountable, and live up to commitments. He or she must be a team player who understands the big picture, manages responsibilities consistently with school values, helps others achieve their best, meets deadlines, uses time effectively, attends to detail, maintains accurate records, handles multiple assignments, understands the need for growth and is receptive to constructive feedback. The Director maintains productive working relationships with the Director of Summer Quest and the Associate Athletic Director.

Collegiate is a JK-12 college-preparatory day school with over 1600 students. Its mission is to create a diverse and inclusive community of learners committed to a challenging and supportive educational experience that will foster each student's intellectual, moral, emotional, and physical development.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2017.