



summit schools

brilliant beginnings, bright futures

Title: Summer Program and Learning Extensions Director

Opportunity: Summit Schools is a nonprofit, independent elementary school that changes lives. We pride ourselves on our ability to teach students to think critically, to own their learning, and to never stop asking questions – empowering them to develop strategies integral to their roles as lifelong learners. We strive to nourish the total person, strengthen family connections, and build inclusive communities.

Job Description: Summit Schools is actively seeking a Summer Program and Learning Extensions Director to lead our summer and extracurricular programs during the current academic year and throughout the summer of 2020.

Summer Camp Activities & Responsibilities:

- Develops and plans summer camps for children, including online registration using ACTIVE, camp development and scheduling, securing staffing, training staff, supervising staff, etc.
- Create, market, and oversee the entire summer school/camp operation. Note: marketing activities will be in collaboration w/marketing entity.
- Create, maintain, and communicate all records pertaining to the program.
- Retain and evaluate the services of appropriate staff and teachers to organize and run the program.
- Create and monitor all safety and health programs for the program.
- Arrange for thoughtful communications with and events for the parents of the summer students.
- In collaboration with HOS, develop a budget to ensure the profitability of the program.
- Prepare appropriate summary reports for the school, the trustees, and the public.

Learning Extensions are programs that are outside of the day to day classroom for Summit students and public-school students during the traditional academic year. The Director is responsible for the creation, management, marketing, and supervision of these programs. These programs will reflect Summit's vision and mission and will be multifaceted, reflecting the interests and meeting the needs of Summit's families and the surrounding community.

Learning Extensions Workshops Activities & Responsibilities:

- Develops, plans, and coordinates Learning Extension Camps.
- Managing and organizing online registration using ACTIVE.
- Locating, organizing, and overseeing vendors, faculty, and staff.
- Creating programming descriptions and communicating these with marketing entity.
- Organizing workshops and communicating opportunities with stakeholders.
- Monitors and evaluates programming.
- Works within set budget.
- Ensures appropriate staffing/volunteers for workshops.
- Promotes Learning Extension Workshops and collaborates with marketing entity to design advertising posters, leaflets, etc.
- Communicates website updates regarding Learning Extension Workshops to website developer.
- Prepares and maintains monthly reports and statistical data for the Board of Trustees (e.g.: evaluative data).
- Attends workshops to ensure their success.

Parameters:

- Salary Range: Commensurate with experience, qualifications, and degree.
- 20 Hrs/wk (October through March) 30 Hrs/wk (April/May) and FT-Temporary (June/July/through the first Friday in August).
- Starting Date: October 2019.

Qualifications: Ideal candidates will be enthusiastic, reflective, mature, emotionally intelligent, responsible, warm, creative, and energetic. Candidates are encouraged to have experience and training in a progressive early childhood and/or elementary school program.

- Bachelor's degree in Elementary Education or Related Field preferred.
- Iowa Teaching Certification preferred.
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Strong verbal communications skills.
- Ability to work as a leader and as part of a team.
- Proficiency with technology required.
- Project-based learning experience desired.

We are deeply invested in the social, emotional, physical, and intellectual growth of children. We are seeking candidates who are excited about working as part of a team with other talented educators and also partnering with caregivers and communicating compassionately and regularly.

Application Procedures: For full consideration, send a letter of application, resume, statement of teaching interests/philosophy, and contact information for at least three references to Summit's Office Manager at kathleen.reinwart@summitschools.org. For more information about Summit Schools, please visit www.summitschools.org.

Summit Schools is committed to being an equal opportunity employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them.