



Title: Auxiliary Program Manager

Reports to: CFOO

Full-Time, 12-month position, Exempt

Start Date: August 1 or sooner

Position Summary

All Saints' Episcopal Day School seeks a dynamic and motivated Auxiliary Program Manager to lead and enhance our extended day, after-school enrichment, and summer session programs. Reporting to the CFOO and working closely with division heads, this individual will provide strategic leadership while also managing the day-to-day operations of these vital programs. The ideal candidate will have spent time in the school environment (as a teacher, managing operational elements, and/or programming) and they must enjoy a fast-paced, forward-facing relational role. They will possess a blend of strategic vision and hands-on execution skills, enabling them to refine existing programs and develop innovative new offerings. Beyond program management, this role will also oversee substitute staffing and duty schedules, support the school's transportation needs, coordinate off-campus learning experiences, and handle related administrative tasks.

Position Responsibilities

- Oversee and manage the daily operation of the school auxiliary programs, including after-school enrichment, extended day, summer session, student clubs, and other programs as directed. Provide a caring and enriching environment for all students in a manner aligned with the School's mission and learning principles.
- Recruit, interview, and hire all auxiliary program staff and independent contractors according to school recruiting and hiring policies. Coordinate and conduct annual performance evaluations of all auxiliary program staff and independent contractors.
- Collaborate with division heads and the athletic director to develop new programs aligned with the School's mission, learning principles, and the evolving needs of our families. This includes continuously researching and implementing innovative approaches to enrich the student experience (including assemblies, trips, etc).
- Provide ongoing supervision and support to all faculty and staff of auxiliary programs. Work with division heads and the school nurse to ensure all program staff are trained in health and safety policies. Coordinate scheduling, payroll compliance, and ensure the integrity of the auxiliary program. Coordinate registration, billing, and the collection of payments for auxiliary programs.
- Seek to identify partnerships that may enhance auxiliary program potential. Report on results and provide reports on enrollment and staffing. Monitor revenues and expenses for bottom-line performance across all activities and programs.

- Cultivate and manage relationships with external vendors and community organizations using All Saints' facilities. This includes ensuring all partners meet the school's facility use guidelines, contracts adhere to All Saints' policies, and vendor activities complement the School's resources.
- Maintain compliance with governmental regulations in all auxiliary programs.
- Negotiate and manage contracts with vendors and off-campus organizations under the direction of the CFOO.
- Work in coordination with faculty and staff to manage off-campus learning experiences, including executing the field trip notification form to inform all parties that need to be involved.
- Manage transportation with outside providers for off-campus learning experiences and manage the schedule for the School's vehicles in coordination with the facilities team.
- Develop and implement a comprehensive marketing strategy for all auxiliary programs in conjunction with communications and marketing. Ensure that all auxiliary programs have an effective and accurate digital presence in line with the School's brand standards and overall marketing strategy. Coordinate the publishing and advertising of program catalogs, brochures, and schedules.
- Manage the daily operations of the substitute teacher operational process, including all hiring process steps, scheduling coverage, payroll compliance, and ensuring a qualified pool of substitutes is available. When necessary, cover substitute duties as needed.
- Provide support for designated school events when needed to support the operational needs of the School.

Knowledge, Skills, Characteristics, and Abilities

- Demonstrates a high degree of integrity, collaboration, and drive
- Communicates effectively and enjoys working with a team
- Well-developed collaborative work style; ability to interact with employees and constituents at all levels in the community
- Strong analytical skills with the ability to quickly and regularly adjust strategy based on the school's needs
- Makes a valuable contribution to the department using effective multitasking skills
- Maintains positive relationships with parents, faculty/staff, students, and administrative teams
- Displays a calm, even temperament with excellent customer service skills
- Organized and detail-oriented
- Able to work in a fast-paced environment

Qualifications/Skills/Requirements

- Bachelor's degree in a related field (ex. education, etc.), master's degree preferred
- Experience working in a school environment as an educator or with administrative/operational duties
- Established abilities in organization, teamwork, and supporting others
- Must be organized, flexible, and work well within a team environment
- Must be self-motivated, results-oriented, proactive, and a creative thinker
- Proficient with technology usage and willingness to learn new products

Application Process and Materials

With approximately 100 full-time faculty and staff serving 550 students, our campus is buzzing with activity. If All Saints' sounds like the right place for you, we invite you to apply to join us.

Qualified candidates should submit the following materials to employment@allsaints.org:

- Letter of interest
- Current resume
- At least three professional references

All offers of employment are contingent upon reference checks, a clean background check, fingerprinting, and required diocesan course completion.

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All Saints' Episcopal Day School in Phoenix, Arizona, is a pre-k through eighth-grade coeducational institution enrolling approximately 550 students. Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area along beautiful tree-shaded streets. The 17-acre campus is shared with All Saints' Episcopal Church.

All Saints' Episcopal Day School is well-known for its academic excellence, character cultivation, and strong community. It has nurtured the hearts and minds of students since 1963. The School expects and promotes the individual's active commitment to integrity, learning, and academic excellence. The challenging curriculum and close-knit, caring community reflect the traditional Episcopalian appreciation of cultural, racial, socioeconomic, and religious diversity. All Saints' Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

All Saints' is accredited by the Independent Schools Association of the Southwest and holds membership in the National Association of Independent Schools, the Arizona Association of Independent Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. All Saints' Episcopal Day School is an Equal Opportunity Employer.