



ST. MARK'S  
EPISCOPAL SCHOOL  
*A Community Engaged*

### **Assistant Director of Extended Programs**

The Assistant Director of Extended Programs at St. Mark's School is a key position in the life and culture of the school. The Assistant Director helps with the direct day-to-day operations of the Before and After School Programs and Clubs and Summer Camp. He/she quickly develops the knowledge and skills necessary to stand in when the Director is away.

#### **Duties:**

- **After School Program**
  - Manage and support the After Care staff with daily operational needs
  - Step into After Care teacher roles for supervision when needed
  - Manage the scheduling of staff
  - Assists the Director with Club provider schedules and building the Fall and Spring Club seasons
  - Assists with online needs such as registration, advertising, and marketing
  - Builds creative and unique experiences that support the Mission of St. Mark's school through various program offerings
  - Able to manage staff and oversee program independently when the Director is offsite
  - Approaches each day with flexibility, professionalism and respect for all students and parents
  - Leads and inspires co-workers and is a strong team player.
- **Summer Camp Duties:**
  - Assists the Director in developing camp themes and curriculum
  - Helps interview and hire of summer camp counselors and staff
  - Handles ordering and inventory of camp supplies
  - Attends school community events that may take place outside of regular camp hours
  - Helps build and manage camp cabins and rosters
  - Manages outside vendors engaged for summer camp
  - Covers Camp Counselor roles when needed
- **Holiday Camp Duties:**
  - Fully manages Holiday Camp operations for Camp Program
  - Requires working when remainder of school is closed (i.e. days around Christmas) with non-traditional days off (St. Mark's is completely closed on all federal holidays)
- **Other Duties:**

- Confident and able to take leadership of programs in the absence of the Director
- Supporting the receptionist which may include answering phones, welcoming visitors, and monitoring

Qualifications:

- Experience in an independent school or child care environment
- Bachelor's degree in related field
- Love of teaching and learning
- Passionate and joyful in interactions with students
- Willing to become a CPR instructor and teach new hires and renewals
- Proficient in basic first aid
- Proficient in Microsoft Office Suite
- Willing to learn to be proficient in specific software programs designed to meet the needs of After Care and Camps
- Willing to learn and operate school phone system and Parent Portal (Blackbaud)

Physical Requirements and Work Environment:

- Hours may vary from 10:00 AM to 6:00 PM or 12:00 PM to 8:00 PM depending on needs
- Work in a sometimes highly stressful environment dealing with a wide variety of challenges
- Ability to sit and stand for extended periods of time
- Physical agility to lift up to 25 pounds; to bend, stoop, and reach overhead
- Work primarily in a traditional climate controlled classroom environment however able to work in outside weather conditions, including extreme heat and cold

**About St. Mark's Episcopal School**

The community of St. Mark's Episcopal School celebrates the uniqueness of each child. We are stewards of our students' intellectual curiosity, faith, and passion for discovery. We cultivate joy, playfulness, and growth in a child-centered environment. Located in the West University Place neighborhood of Houston, St. Mark's serves 450 students from two-year-olds through 8th grade. St. Mark's is an engaging community of learners where the school partners with its families in preparing each student for the path that lies ahead through a stimulating, whole-child school experience. Through offerings in athletics, performing and visual arts, technology, Spanish and a robust curriculum, St. Mark's prepares its graduates for the many high school options Houston offers, and successfully places its students in high schools which best fit each.

St. Mark's is an Episcopal school, and as part of the St. Mark's Episcopal Church parish, is known as a community environment and second home to over 350 families. The school is committed to its positive relationship with families, believing strongly in the power of a fully engaged dynamic between school and home. As a place where children are known, teachers understand what it means to meet children where they are, which plays a crucial role in fostering each child's spirit.

Interested candidates should complete our online application at [www.stmes.org/careers](http://www.stmes.org/careers).