

Job Title: Director, Driscoll Extended Day Program

Revision Date: 02/27/2010

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The Driscoll Extended Day Program ("DEDP") is a private, non-profit, after school program at the Michael Driscoll School in Brookline, MA serving over 100 children. DEDP operates under the guidelines of the Brookline School Committee and in cooperation with the principal of the Driscoll School, and is overseen by a volunteer Board of Directors consisting of parents of currently enrolled program participants.

With direct responsibility to, and under the broad direction of the DEDP Board of Directors, the Director is responsible for the program in its entirety, including managing all day-to-day operations, and developing and maintaining long-term goals and strategies for the program.

### **Essential Duties and Responsibilities**

#### **1) Enrollment and Program Operations**

- Design and implement an effective after-school curriculum that attracts and retains students and staff, providing opportunities for youth development (socialization, maturation) through a wide range of activities such as art, technology, sports, group collaboration, and more;
- Direct the admissions process from point of inquiry through enrollment
- Prepare and maintain statistics regarding enrollment. Interpret these statistics, when appropriate, for the Board of Directors and appropriate school administration
- Maintain student information and pertinent student records. Ensure proper safeguards are in place for sensitive information;
- Maintain the program's operating license(s) with appropriate licensing organizations, and insuring that the program is in compliance with Department of Early Education & Care regulations, DEDP by-laws, policies, and Brookline School Committee guidelines
- Prepare regulatory mandated reports as needed
- Provide innovation and vision for the program
- Support the philosophy and mission of the program
- Review program design, propose modifications or extensions to the program to ensure financial security
- Continually investigate additional revenue streams and make recommendations to Board of Directors
- Develop and maintain a strategic planning process designed to establish long-range goals and annual objectives

#### **2) Staffing the Program**

- Hire, develop, and retain high-quality staff dedicated to providing exceptional learning experiences to school-age children;
- Engage and manage temporary or contracted staff and services, including accounting, bookkeeping, consulting, or other administrative or educational

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resources, including maintaining the program's relationship with Northeastern University's co-op program;

- Develop and maintain a base of volunteers who contribute educational and other services on an as-needed basis;

3) Financial Management

- The Director is responsible for the successful financial operation of the program;
- Develop, present, and manage operating and capital budgets as approved by the Board of Directors;
- Provide regular reports on expenditures;

4) Relationship Management

- Cultivate and maintain quality relationships with:
  - a) Students and Parents
  - b) Driscoll school leadership, faculty, and staff
  - c) DEDP Board of Directors
  - d) PTO leadership
  - e) Relevant licensing organizations

**Knowledge, Skills, and Experience Required**

- Bachelor's degree (Masters preferred) in one or more of Child Development, Early Childhood Education, Elementary Education, Child Psychology, or Child Care;
- Evidence of satisfactory completion of at least two credits or three CEUs in the category of Child Care Administration;
- 7-10 years demonstrated experience in a program setting similar to DEDP, prior supervisory experience required
- Strong leadership qualities, ability to coordinate, inspire and motivate others
- Strong interpersonal and verbal and written communication skills
- Knowledge of effective teaching methods and program development. Ability to design programs to meet the needs of elementary school students.
- Ability to effectively analyze data
- A strong public service orientation to work well with students, staff, and the community
- Ability to recruit, supervise and train teaching staff, including organizing, prioritizing, and scheduling work
- Strong technology skills, and a broad, high-level understanding of technology as it applies to school age children in today's society
- Enthusiasm and the ability to thrive in an atmosphere of change