



***Start date - ASAP; or July 1, 2022***

**Position: Director of Auxiliary Programs**

Science & Arts Academy (SAA) is an independent, non-denominational, co-educational, not-for-profit day school for students from pre-kindergarten through eighth grade located in Des Plaines, IL. SAA educates gifted children in an academically differentiated and enriched environment while recognizing the unique development of each child. Our supportive community encourages students to embrace their potential and cultivates their academic abilities, creative talents, and emotional growth.

The school is committed to a culturally diverse faculty and student body. SAA values the representation and full engagement of individuals within our community whose differences include – but are not limited to – age, ethnicity, family makeup, gender identity and expression, physical ability, race, religion, sexual orientation, and socioeconomic status.

SAA embraces and celebrates the diversity of our school, and works to create and sustain a diverse, inclusive, equitable, and just community that is safe and welcoming for all; we recognize to do so requires commitment, reflection, deliberate planning and action, and ongoing accountability.

**Position Description**

Reporting to the Head of School, the Director of Auxiliary Programs is responsible for strategic planning, business development, program design, operations, marketing, budgeting, customer service, risk management, and monitoring for the following auxiliary programs and services: summer programs, extracurricular activities, before and after school childcare, school lunch, transportation, and facility rentals. The Director of Auxiliary Programs will work collaboratively across departments of the school and with faculty, families, and the greater community.

This is a full-time, 12 month position. Hours are flexible but typically 9:30am - 5:30pm. The start date is ASAP.

**Essential Functions/Responsibilities**

- Design, enhance, and expand programs to advance the school's mission, add value to the student/family experience, and generate non-tuition revenue.
- Identify and cultivate community partnerships to enhance the impact and success of programs.
- Establish and train auxiliary staff on program procedures and policies.
- Partner with the School Nurse and other key administrators to develop and implement health and safety policies, education and training.
- Oversee the online registration and billing system for auxiliary programs.
- In coordination with the Business Office coordinate human resource activities including recruitment, onboarding, policy creation, and supervision of auxiliary staff
- Monitor program expenses and revenues in partnership with the Head of School and Business Office.

- Strategize and execute communication and advertising campaigns in tandem with the Director of Marketing and Communications.
- Recruit students, families, or other “customers” and provide customer service and support.
- Provide ongoing operational support and participate in special assignments based on the needs of the school.

### **Qualifications and Skills**

- Bachelor's degree required
- At least three years of relevant experience managing programs and/or operations, preferably in an educational setting
- A collaborative work style and superb relationship building skills with the ability to communicate effectively with students, families, partners, and colleagues
- A self-starter who brings knowledge, experience, perspective, and a track record of good decision-making to the position
- Previous success seeing projects through from start to finish, and comfort in oscillating between strategy and execution tasks
- Ability to exhibit flexibility, patience, integrity, and resolve in the face of challenging situations
- Excellent oral and written communication skills
- Proficient with technology including Google Suite, Microsoft Office products, and databases

### **To Apply**

Please send resume and cover letter indicating specific interest in the position to:

Tim Costello, Head of School, at [employment@scienceandartsacademy.org](mailto:employment@scienceandartsacademy.org)

*SAA is an equal opportunity employer and does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin or sexual identity in its hiring processes.*