



Employment Opportunity -- Director of Student Life

We are seeking a strategic administrator with a strong background in program development, marketing, and staff management. The Coordinator supervises the following programs: Progressive Learning Activities (Extended Day), After School Activities (Clubs, special programs, etc.), and Summer Camp. The position reports to the Head of School, and is a member of the Senior Management Team. This position will supervise other professionals, support staff, or volunteers.

Requirements

- Bachelor’s degree; MA in Business, Education, or Educational Administration preferred
- Minimum 5 years’ program development and management experience, preferably with youth programming
- Experience in staff and budget management
- Knowledge and understanding of progressive education and an ability to infuse programming with that philosophy

Attributes

- Demonstrates deep knowledge of child development, from early childhood through early adolescence
- Learns with curiosity and thinks flexibly
- Leads in a manner that exemplifies and fosters the school’s progressive mission
- Builds interpersonal relationships with colleagues and families
- Possesses keen listening, communication, management, problem-solving, and analytical skills
- Exhibits excellent judgment and decision-making abilities
- Shows a strong sense of integrity, reliability, and accountability
- Works independently, attends to details, and multi-tasks effectively
- Meets deadlines and works well under pressure
- Analyzes data with acumen

Responsibilities

- Assess and enhance current programs and develop new programs, including market research and working with curriculum staff to determine programs that will meet the needs of families and the school’s mission
- Create, market, and oversee the entire summer camp operation, to include academic, extra-curricular, athletic, and off-campus activities
- Plan and coordinate the recruitment of program participants
- Communicate in a style that is both inspirational and invitational
- Organize and coordinate marketing for programs in this area
- Administer the recruitment, interviewing and hiring of program employees, ensuring compliance with school recruiting and hiring policies
- Develop and monitor budgets for programs
- Oversee program registration and processing of all forms
- Respond in a timely fashion to all program inquiries regarding the programs
- Work with the business office to ensure coordination of registration, billing and the collection of payments and deposits
- Administer the performance evaluations of program employees, ensuring compliance with school evaluation protocol
- Oversee program contracts with both inside and outside contractors
- Maintain program database

Candidates should submit a resume, cover letter, and references to employment@bakerdemschool.org.

Baker Demonstration School is an independent day school, committed to providing an exemplary Preschool, Elementary and Middle School education to our 320 students. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values different ways of learning. Baker’s experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker. We cultivate our students’ intrinsic motivation to learn and their active participation in the learning process. We foster excellence through critical thinking and integrated connections across academic and artistic endeavors. We promote collaboration while developing personal leadership. We foster citizenship by encouraging students to develop self-awareness and compassion for others. Baker celebrates individual, family and cultural differences and graduates students who appreciate diversity in all its forms.

Baker Demonstration School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, or sexual identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community. We offer competitive compensation and a progressive community dedicated to learning and engaged citizenship.