

Moses Brown School- Director of Extended Day Lower School

Moses Brown School – a Friends day school for 750 students N-12 in Providence, RI – We are seeking candidates who are passionate about their desire to teach, eager to embrace and forward the Quaker mission of the school. Founded in 1784 and situated on 33 acres in Providence’s historic east side, Moses Brown’s mission is to nurture the inner promise of each student and instill the utmost care for learning, people, and place. The school honors and upholds Quaker practices and values while also embracing students of every faith and background.

The main job responsibility of the Director of Extended Day is to create and maintain a successful and safe afterschool program. The Extended Day program requires the director to maintain a budget and complete necessary accounts payable and billing procedures.

Extended Day Program

The director makes sure the Extended Day program provides students with structured choices throughout the afternoon including: snack, outside play, games, indoor activity and craft choices, and supervised homework time for those who need it. The director acts as the point-person for faculty and parents who have questions or concerns about any aspect of Extended Day or MB After 3. The director oversees the extended day staff and fosters a positive and collaborative environment. It is the director’s responsibility to share information provided by faculty or parents with the staff in order to ensure that concerns or issues are being dealt with consistently by all members of the team.

Major Responsibilities: Extended Day Program

- Approximately 15.5 hours per week (daily 2:30-5:30 and a once weekly 30-minute staff meeting)
- Oversee five part-time staff
- Complete monthly food order
- Maintain accurate records and forward billing information to the business office on a weekly basis (includes Nursery and Pre-Primary afternoon program billing)
- Coordinate staff escorts for students to bus and lessons
- Purchase of supplies for special activities
- Organization of faculty daycare on in-service and parent-teacher conference days, as well as opening and closing days of school.
- Create end of trimester newsletter to share course highlights following the fall and winter trimesters only (let’s talk about how to share what is happening at Extended Day and MB After 3 with families).

Requirements:

Education: Undergraduate degree

Experience: Experience working in an educational environment and/or with elementary-aged students preferred; some experience with program organization and implementation helpful

Skills, Knowledge and Competencies: Understanding of best practices in elementary education and the developmental needs of students aged 3-11 years old necessary; ability to supervise staff; willingness to communicate clearly with staff and parents essential

The position is effective late August 2019. Its hiring practice, Moses Brown deliberately seeks to maximize diversity of the school (in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, nationality and language). Contact Osvaldo Jose Marti, Head of Lower School at jobs@mosesbrown.org. Please include LS-XDay1 in the subject line of your submission. Each applicant must submit a resume and a cover letter explaining how they would be a good match for these criteria.