



EXTENSION DIRECTOR

OUR MISSION: Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

ABOUT US: Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are excited to engage in a vibrant, culturally diverse learning community.

JOB SUMMARY: The Extension director manages all aspects of the OES after school and summer programs in alignment with the School's educational mission and overarching strategic objectives. The director collaborates closely with other departments and educational divisions to deliver these two key programs. The role involves substantial supervisory and budgetary responsibilities and a high degree of interaction with students, families, and the public. The director staffs, coordinates, and schedules programs, develops course offerings, and markets classes and camps to maximize enrollment and produce a rewarding educational experience for students and their families. Finally, the director is responsible for ensuring that the programs are conducted in compliance with the law and with OES policies and procedures. The successful Extension director will be a team player who centers equity and inclusion in the administration of all programming, possesses a problem solving, service orientation, and whose leadership skills are able to unite individuals around a common goal. Reports directly to the associate head of school. COVID-19 vaccine required by Sept 1.

This is a full-time, exempt, year-round, administrative staff position that comes with a competitive salary and benefits package including but not limited to paid time off, health insurance, 403(b) retirement plan with generous employer match, tuition remission for up to two admissions eligible children (contingent on availability), abundant professional development opportunities, and one excellent meal daily in the Dining Hall (when it reopens). For more details visit [The OES Benefits Guide](#).

ESSENTIAL DUTIES:

- Administer all aspects of the OES after school and summer programs.
- Develop, improve, and evaluate programs on an ongoing basis.
- Create and market new course offerings to maintain a high level of interest among families.
- Generate content for school publications to cultivate interest in after school classes.
- Work with the Marketing and Communications Department to promote the OES Summer Program to OES families and to new families throughout the greater Portland area.
- Work with educational divisions to coordinate regular class and extracurricular schedules.
- Staff programs; recruit, train, supervise, and evaluate a large corps of suitable teachers.
- Supervise a team of three assistant program directors.

- Hold regular staff meetings, resolve conflicts, troubleshoot and problem solve on a daily basis.
- Engage and oversee independent contractors to deliver programs as needed.
- Develop, maintain, and track annual budget in consultation with CFO, document expenses in accordance with Business Office procedures.
- Work with Business Office/ HR to ensure accurate payroll and legal compliance.
- Work with the facilities department to coordinate appropriate classroom space and set-up.
- Work with Facilities/Transportation to arrange transportation for programs.
- Work with the Admissions Office to coordinate enrollment information for students and families.

MINIMUM QUALIFICATIONS:

- BA/BS or equivalent combination of education and experience
- Five years' experience in teaching and/or program administration Three years' experience supervising large teams
- Digital literacy; intermediate to advanced MS Office Suite, database experience, Google Docs/Sheets and other web-based applications, as appropriate to job duties; flexibility and ability to learn as digital tools evolve
- Intercultural competence, ability to work with sensitivity and effectiveness with students, families, colleagues of diverse backgrounds and identities, demonstrated commitment to equity and inclusion for all
- Current food handlers card, CPR, and first aid certifications
- Ability to pass a criminal background check and pre-employment drug screen
- Documentation of COVID-19 vaccine

PREFERRED QUALIFICATIONS:

- MA in Education or closely-related field
- 7-10 years' experience in teaching and/or program administration
- Five years' supervisory experience
- Knowledge of and experience working with inquiry based education
- Experience working in a setting incorporating Reggio Emilia philosophy

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of developmentally appropriate activities and child development
- Business acumen sufficient to foster the growth of the OES Summer Program; knowledge of financial management and program development
- Written and verbal communication skills, ability to generate marketing content
- Interpersonal skills; ability to collaborate effectively and maintain collegial relations with colleagues
- Leadership/managerial skills, ability to build trust, develop teams, and inspire individuals toward a common goal
- Organizational skills, ability to meet deadlines and manage a broad scope of activities

PHYSICAL REQUIREMENTS:

- Mobility sufficient to safely move about the campus, to include climbing stairs
- Ability to sit at a computer and keyboard for moderate to extended periods
- Vision sufficient to use computer and supervise classroom activities as needed
- Ability to communicate clearly with students, parents, colleagues, and the public
- Ability to lift and carry up to 20 pounds with or without assistance on a regular basis

COMPENSATION: Starting annual salary \$75,000 to \$85,000 depending on experience, plus benefits.

July 25, 2021

APPLICATION INSTRUCTIONS:

- Visit www.oes.edu/careers to learn more about the School.
- Fill out the [OES Extension Director](#) Application and attach a resume and cover letter.

NOTE FOR INTERNAL CANDIDATES: Login to the payroll system as normal, search for *My Career*, then select *Search for Jobs*. This brings up a menu of all open positions allowing you to apply easily from there

Management reserves the right to change or add to this job description at any time.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.