



## **Head of Auxiliary Programs**

Carrollwood Day School has an immediate opening for an innovative and passionate Head of Auxiliary Programs. Reporting to the Head of School, the Head of Auxiliary Programs plays a pivotal role in overseeing, developing, and managing all auxiliary programs within the school. This position requires strategic planning, collaboration with various stakeholders, and the ability to enhance the overall student experience through before-/after-school programs (“Beyond the Bell”), Summer Camps, and develop and operate the school store. This is a management position that requires extensive planning, organization, decision-making skills, people skills, and business acumen. In addition, it requires a high level of creativity and substantive experience working with young children, adolescents, and young adults. This is a 12-month, full-time position.

Reports to: Head of School

Supervises: Auxiliary Manager, Auxiliary Coordinator, All ASC Staff, Summer Camp Counselors

Training Required (once hired): DCF Childcare Center

### **Responsibilities:**

#### Strategic Leadership:

- Develop and execute a strategic vision for auxiliary programs aligned with the school's mission, educational goals, and strategic plan
- Serve as a member of TeamOne, the school's senior leadership team, to ensure that all decisions and policies are cohesive and in the best interest of the overall mission of the school
- 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
- Oversee the planning, implementation, and evaluation of diverse auxiliary programs to enrich student life and learning experiences

#### Program Development and Management:

- Create, expand, and enhance auxiliary programs that complement the academic curriculum and cater to students' diverse interests and needs
- Create and manage Auxiliary Programs budget, allocate resources efficiently, and ensure compliance with financial guidelines
- Ensure compliance with laws and regulations pertaining to after school and summer camp programs
- Supervise and manage all Auxiliary staff, including hiring, overseeing weekly schedules, and regular employee evaluation

#### Collaboration and Stakeholder Engagement:

- Collaborate with faculty, administrators, and staff to develop and integrate auxiliary programs seamlessly into the overall educational framework, philosophy, and strategic plan of CDS
- Partner with the business office and other internal partners to ensure a smooth and accurate registration and payment process
- Manage the agreements, insurance forms, and DCF compliance process for all Beyond the Bell third-party providers, including private lessons

- Foster partnerships with external organizations, businesses, and community members to enrich program offerings and resources

Evaluation and Improvement:

- Evaluate the effectiveness of auxiliary programs through data analysis, feedback collection, and regular assessments
- Implement improvements, adjustments, or new initiatives based on assessment results and emerging educational trends
- Prepare appropriate summary reports including audit support for the business office and/or Board of Trustees

Marketing and Promotion:

- Through collaboration with the Marketing and Communications department, develop and implement marketing strategies to promote auxiliary programs, increase student participation, and engage the school community and greater Tampa area
- Create compelling communication materials to showcase the benefits and value of auxiliary programs

Compliance and Administration:

- Ensure compliance with all relevant regulations, policies, and safety standards pertaining to auxiliary programs
- Maintain accurate records, documentation, and reporting related to program activities and achievements

**Qualifications:**

- Bachelor's degree in Education, Business Administration, or related field (Master's degree preferred)
- 3-5 years leadership experience in program management, preferably in an educational setting
- Experience with school-aged children and young adults
- Strong leadership skills with the ability to motivate and guide a team
- Excellent communication, organizational, and interpersonal abilities
- Knowledge of budget management and resource allocation
- Understanding of educational trends and best practices in auxiliary programming
- Proven ability to build and maintain partnerships with diverse stakeholders
- Valid FL Drivers License with acceptable driving record and reliable transportation
- Highly proficient in data management systems and computer applications (e.g., Google Suite, Word, particularly in Excel); willingness and ability to learn additional applications as needed
- Knowledge of CampBrain is a plus
- Demonstrate a risk management mindset, predicting and proactively planning against potential liabilities to both programs and people
- Disciplined professionalism evident in commitment to ongoing growth and professional development in the field
- Ability and willingness and ability to work a flexible schedule, including occasional evenings and select weekends
- Commitment to being on campus during all active summer program weeks

This job description serves as a general guideline and may be adjusted based on the specific needs and requirements of the school.

Compensation includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send resume and statement of interest to Anita Pittman, Director of Human Resources: [apittman@carrollwooddayschool.org](mailto:apittman@carrollwooddayschool.org).