



ST. ANDREW'S SCHOOLS

THE PRIORY • THE PREP • THE PRESCHOOL

Position: Summer School Director
Reports to: Lower School Principal
Type: Seasonal staff, Stipend
Schedule: June – July, Monday – Friday, 7:00 a.m. – 4:00 p.m.
Location: Queen Emma Square, downtown campus
Date: Summer 2025

Position Overview

The Summer School Director plans and manages St. Andrew's Schools Summer School program and day to day operations to create a seamless brand experience with the academic year for faculty and students. The Director strives to design and assess summer school with the goal to create an educational environment that exceeds student and family expectations, promoting St. Andrew's Schools' (SAS) reputation and word of mouth in the community, meets SAS' brand experience, as well as increases registration, retention, and tuition revenue over the previous year.

The Summer School Director works with the Upper and Lower School Principal to enhance and advance the students' educational experience and collaborates with the Business Office to steward financial and personnel resources.

The Summer School Director will embody St. Andrew's Schools' core values and professional behaviors.

Essential Duties

- Design, plan, and execute a summer school program that 1) aligns with St. Andrew's Schools' vision, mission, and values; 2) promotes new student enrollment and retention; and 3) meets SAS' standard for academic excellence and financial goals.
- Understand and meet each student's academic goals and needs by providing developmentally appropriate educational experiences that are personalized, engaging, and relevant.
- Create a learning environment where each student is known, understood, challenged to be their best, all while promoting a sense of belonging, friendships and formative memories.
- Work with students, faculty and administration to explore and research innovative subjects for the summer school curriculum and activities.
- Elevate curriculum, teaching, and classroom experience to provide the same level of educational experience as the academic program during the school year.
- Oversee curriculum, activities, budgets, registration, facility needs, record keeping, faculty and student orientation, training, and classroom supplies.
- Ensure marketing, program offerings and registration materials are sent to families in a timely fashion.
- Align and coordinate with publication of curriculum guides, parent-student handbook, and faculty and staff guidelines with St. Andrew's Schools' publications and distribution.

Financial Management

- Develop the financial and budget goals with the Chief Financial Officer and Head of School.
 - Set tuition, forecast registration numbers, establish wages for faculty and support staff, budget for field trips, equipment rentals, supplies, and food service.
 - Monitor and control income and expenses and modify activity to meet and exceed financial goals.
- Review and approve bills in Bill.com and Amazon Business accounts and assign account coding for bills.
- Work with the Business Office to acquire certificates of insurance and W-9 forms from vendors as needed.

Personnel Management

- Manage job descriptions and post hiring notices through Human Resources, consult with the Head of School to hire and terminate personnel.
- Identify qualified faculty to teach summer courses. Survey students to collect feedback on quality of instruction and student experience.
- Coordinate interviewing with K-12 principals and hire job applicants approved by the Head of School, create and implement orientation, supervise, and mentor personnel to ensure student engagement and safety.
- Orient and onboard faculty to ensure they meet school teaching and professional standards and practice RULER principals in managing students, classrooms, and student disciplinary issues.
- Provide constructive feedback on job performance to inspire and cultivate excellence.

Enrollment and Family Engagement

- Design the curriculum, student, and faculty experience to increase new and retention of past registrants. Analyze registration trends and collaborate with the Director of Enrollment Communications and school principals to survey families.
- Promote Summer School through outreach to K-12 students during the school year, families via conversation, social media, and other communication channels. Cultivate relationships with families through direct interaction between personnel, children, parents, and guardians to generate positive word of mouth and referrals.
- Collaborate with K-12 Principals and Director of Enrollment and Communications to develop the program offerings and implement enrollment and retention strategies.
- Work with the Director of Enrollment and Communications to plan, implement and assess advertising campaigns to generate summer school enrollment, identify K-12 prospects, and turnover summer school registrants into K-12 prospects and enrollment.
- Write and submit narrative and photos on a timely basis to the Director of Enrollment and Communications to promote Summer School on St. Andrew's Schools' website and social media platforms.
- Work with the Summer School Coordinator to set up registration on CampBrain; troubleshoot and resolve registration issues.

Operations

- Integrate and implement RULER social and emotional learning principles and techniques to manage personnel, children, and student discipline to create an emotionally resilient environment.
- Coordinate logistics and facilities.
 - Identify and prepare classrooms and instructional areas and work with Facilities and Operations Project Manager to set up and restore spaces before and at the end of summer school.
 - Investigate sites for field trips; arrange transportation, rent equipment, hire vendors.
 - Communicate to parents and guardians to prepare children and coordinate activities.
 - Monitor cleanliness and safety of educational areas, bathrooms, and other facilities and seeks custodial support to maintain cleanliness.
- Collaborate with Upper School Principal to identify upper school summer courses to meet academic year students' needs and interests as well as Lower School Principal to support elementary-aged students.
- Collaborates with Upper School Principal and Registrar to register grade 9-12 students for Arizona State University online courses that are aligned to partner school academic calendars, and with Upper and Lower School Principals to identify textbook and teaching resources. Supports Registrar in ordering textbook and teaching resources to ensure they are received on time.
- Coordinate preparation of student reports with faculty and distribution of reports and recording of SAS student's courses and grades in transcript with Registrar.
- Oversee the daily operation including drop-off, pickup, food service, and curriculum delivery.
- Establish a food service menu with FoodStart and provide timely feedback, manage children during lunch and snack periods, coordinate custodial staff to maintain cleanliness of tables, seating, ground, and trash.
- Employ SAS' standards and practices when managing student discipline.
- Report accidents; provide first aid support and handle emergencies for children and staff.
- Work with the Chief Financial Officer to plan and implement emergency protocols and procedures, provide training to personnel to reduce risk, and monitor activity to identify and eliminate potential risk.
- Act as a mandated reporter when observing suspected child abuse. Supports investigations.
- Attend meetings and events as required.

Hiring Requirements:

- A background check using a fingerprint scan at an authorized facility is mandatory; employment is conditional until the background check is cleared.
- Online training to prevent child sexual abuse upon hire.
- Recommend COVID-19 and flu vaccinations.
- No relocation or moving assistance; able to report to work onsite each day.

Qualifications

- Education: Bachelor's degree.
- Experience:
 - Three or more years' experience with
 - Creating and managing academic curriculum.
 - Managing more than 10 faculty.
 - Generating revenue.
 - Understands how to deliver excellent customer service.
 - Exercises good judgment and provides support to a diverse range of constituents.
- Data and Analytical Skills:
 - Data entry and processing; maintain data summer school database.
 - Generate database reports for analysis and decision making.
 - Excel and Google Sheets for budgeting and tracking.
- Technology Skills:
 - Apple device with MacOS operating platform.
 - Web-based applications: CampBrain, Google Office Suite, Microsoft Office Suite, Canvas, PowerSchool, Time and Attendance
- Other Characteristics: Proactive and takes initiative, can work independently or within a team as needed.
- Physical Requirements: Stand for extended periods, walk, climb stairs, lift a minimum of 15 lbs., bend, kneel, and crouch.

Compensation: This is a seasonal position with a stipend. The stipend is based on experience and ranges between \$10,000.00 and \$14,000.00 per year.

Benefits: Eligible to contribute to a 403(b)-retirement account, paid holidays when working, free parking. If requirements are met, seasonal employees are eligible for statutory benefits such as workers' compensation, temporary disability income, and unemployment insurance.

How to Apply: Email a letter of interest, resume, and three professional references' names and contact information to employment@standrewsschools.org to apply. Letters may be addressed to "Members of the Search Committee." Include "Job Application for Summer School Director" in the subject line. All submissions will be received in confidence. Applications are accepted until the position is filled.

About St. Andrew's Schools

For more than 150 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, St. Andrew's Schools has grown to include The Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool) for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social, emotional, spiritual, and cognitive learning sets the stage for children to cultivate healthy habits of mind, body, and spirit that position them to live a life of learning and good health.

Equal Opportunity Employment

St. Andrew's Schools is an equal-opportunity employer and makes employment decisions based on merit and business needs. St. Andrew's Schools does not unlawfully discriminate based on race, color, religion, ethnicity, ancestry, national origin, citizenship, veteran or military status, sex, sexual orientation, or gender (which includes gender identity or gender expression), reproductive health decision, pregnancy (including childbirth or related conditions, and lactation/breastfeeding), marital status, age, physical or mental disability, genetic information, taking or requesting statutorily protected leave or other benefits, arrest, and court record, credit history or credit report, status as a domestic or sexual violence victim, or any other basis protected by federal or state laws, regulations, and/or any executive order, except as allowed by law. To learn more about our school, please visit www.standrewsschools.org.