



Job Description

Title: **Global Kids Extended-day Program Manager**

Department: Administrative

Reports to: Extended Programs Director

Status: Full time - Exempt (salary)

FTE: 1.0

Duration: 12 months

General Summary

The Extended-day Program Manager for Global Kids works with the Extended Programs Director, the Educational Leadership Team (ELT), and independently, to develop, organize, and oversee after school and school break programming consistent with the needs and interests of the International School of Portland and the community. This is a full-time, 12-month position with managerial responsibilities reporting directly to the Extended Programs Director. Duties and responsibilities include but are not limited to program development and implementation, supervision of extended-day program staff (including Group Leaders and Assistant Group Leaders), budget development and tracking, billing, database setup, staff hiring and training, student enrollment management, 3rd Party contractor relations, and communication with parents.

Essential Functions

Program Development & Management

In conjunction with the Extended Programs Director and other members of the management team, develop vision and goals for the Extended-day Program. The Extended-day Program includes: daily after school program (during school year and summer camp), and school break programs (spring, summer, etc.), and may also include enrichment provided by 3rd Party Class providers and contractors, as determined by the Extended-day Program Manager and Management Team.



Develop, organize, and implement Extended-day Program consistent with the needs and interests of the International School of Portland and the community.

Survey enrolled families and staff, analyze results of surveys, and compile recommendations annually.

Create plans for enrichment and support staff in creating and implementing lesson plans.

Financial Management

Work with the Extended Programs Director, Finance Director, and Head of School to develop a pricing structure that supports the vision and goals of the Extended Program.

Work with the Extended Programs Director and Finance Director to develop the program budget and to track spending.

Manage all billing related to the Extended-day Program, including collections duties, data entry, communicating with families/vendors regarding fees, invoicing, tracking dues for late pick-ups and drop-in service, processing payments, etc.

Prepare monthly, quarterly and or annual reports before and or during enrollment periods, or high sales activities as requested by the Finance Director and Senior Management Team. Deadlines will be arranged between both parties.

Send invoices, process payments, assess fees, and manage collections for the Extended-day Program

Operational

Manage enrollment for the Extended-day Program, including setting up and maintaining enrollment database, managing student information, and preparing class rosters.

Track student enrollments, maintain class rosters, and adjust programs to meet enrollment needs (staffing, supplies, room usage, etc).

Work with the Extended Programs Director, Head of Early Childhood, and EC Campus Administrative Assistant to ensure Extended Program meets state guidelines for a licensed childcare facility.

Communicate with families enrolled in the Extended-day program via email and phone – enrollment confirmations, regular updates, responses to inquiries, etc. Responses should be same day up to 48 hours depending on the situation.

Develop program schedules, including staffing schedules, daily activities, field trips, etc.



Based on department needs, be present and readily available for Extended-day staff members to address questions, concerns, and programming.

Address any student disciplinary situations that arise during the Extended-day Program.

Work with the Extended Programs Director and Marketing Director to create marketing materials, to write communications, and to maintain accurate information on school website related to the Extended-day Programming.

Manage ordering of snack supplies for the Extended-day program.

Work with 3rd Party Classes, enrichment contractors, and school staff to establish pick-up procedures and coordinate room usage.

Coordinate room assignments and other facility uses.

Act as the main point person for Extended-day staff, 3rd Parties, contractors, and families during after school hours.

Set up and maintain check-in and check-out procedures and track student attendance.

Establish a system for providing care to students during parent-teacher conference days.

Report any ongoing issues with late student pick-ups to supervisor. Bill families accordingly for late pick-ups.

Work with the Health and Safety Coordinator to execute required emergency drills (fire, earthquake, etc.)

Staff Management

Hire, train, and supervise Extended-day Program staff including Group Leaders and Assistant Group Leaders.

Conduct performance evaluations for Extended-day Program Group Leaders and Assistant Group Leaders..

Conduct weekly meetings with Extended-day Program staff.

Coordinate with Extended-day Programs Group Leaders on curriculum development



Cover Extended-day Program staff breaks, as needed.

Work with EC Campus Administrative Assistant to track Extended-day Program staff training hours and to ensure that all staff meet minimum requirements for staff working for a licensed childcare facility.

Additional Duties:

Serve as face of school and Extended-day Program, including providing excellent customer service in person, via phone, and via email.

Assist a wide variety of customers including parents, students, teachers, teacher assistants, Extended-day staff, 3rd Party contractors, and volunteers with a range of needs or inquiries regarding Extended-day Program.

Conduct tours with families interested in the Extended-day Program.

Actively develop rapport with students, staff, and families.

Other duties as assigned by the Extended Programs Director or Management Team.

Knowledge, Skills and Abilities

Passionate about the mission and vision of the school.

Knowledge of the principles, philosophy, and best practices for the Extended Program administration (program planning, leadership, risk management, budgeting, public relations, etc.)

Knowledgeable of the Oregon Office of Child Care licensing policies and procedures for managing a licensed child care facility.

Self-motivated, proactive, resourceful and able to prioritize.

Strong organizational and project management skills with the ability to meet deadlines.

Collaborative team player who can work together and independently.

Ability to communicate effectively and professionally, orally and in writing, with a broad range of internal and external constituents

Ability to maintain confidentiality in regards to student medical issues and/or special needs and staff personnel issues

Commented [1]: Just a note that this past year I also supported Summer Camp planning, database setup, hiring, and customer service; and SchoolPass setup, training, and customer service; that was only planned as temporary

Commented [2]: Let's see how this year goes, but yes, you were asked to take these tasks on since your program was vastly reduced in capacity during covid.

Commented [3]: I am always happy to help if I have the capacity. I actually offered to help with SchoolPass.



Comfortable proactively learning new technology and suggesting technology related solutions

Preferred, advanced skills in MS Office (Word, Excel, PowerPoint) and Google Suite (Gmail, Google docs, Google forms, Google calendar)

Preferred advanced skills utilizing online database software. Specific experience using UltraCamp is a plus.

Working Conditions/Physical Requirements:

As an Exempt employee, during peak activity periods, this position may be requested to work in excess of 8 hours per day and/or 40 hours per week.

Capable of quickly traveling to multiple locations on school campus including up and down hills, lifting or otherwise carrying 40 pounds, traveling up/down flights of stairs, standing and sitting for long durations, typing for continuous hours on a computer keyboard, and reading information on a computer screen.

Ability to handle the physical demands of working with children ages three through twelve

Required Qualifications

Bachelor's Degree, or equivalent experience

1-3 years' experience in a leadership role, preferably at an Extended Program or other educational institution

General Bookkeeping experience to include online administration of billing and data entry

Experience working with children (ages three through twelve), preferably in an after school or school setting

Communicate fluently in written and spoken English

Preferred Qualifications

Head Teacher Qualified (Step 8.5 or above on the Oregon Step Registry), or equivalent

Prior experience as an Extended Program Manager

Bilingual: Communicate fluently in written and spoken English and any of the languages taught at the school: Spanish, Japanese or Chinese.



Comfortable in an international community with experience living and/or traveling overseas and studying other languages.

Training Requirement

Enrollment in the Oregon Office of Child Care Central Background Registry

Current Food Handler's Card (within 30 days of hire)

Current certification in CPR/First Aid (within 30 days of hire)

Completion of the Introduction to Child Care Health and Safety (ICCHS) course offered through the Oregon Office of Child Care (prior to first day)

Completion of Recognizing and Reporting Child Abuse and Neglect (RRCAN) or similar course within the state of Oregon (within 30 days of hire)

Continuing education requirement of 15 hours per year