Southern Teachers Agency

Director of the Extended Day Program
Washington Episcopal School
Bethesda, Maryland

w-e-s.org

Southern Teachers is assisting Washington Episcopal School in its search for a Director of the Extended Day Program.

The mission of the Extended Day Program is to provide a safe environment in which students in nursery (age three) through grade eight spend time outside on the playground, enjoy snacks and activities, and work on school assignments.

The Director of the Extended Day Program manages the day-to-day operations of the program. In partnership with division directors, he or she is responsible for hiring, training, supervising, and evaluating staff; managing the budget; tracking staff work hours and attendance of drop-in participants; and ordering snacks and supplies. The Director fosters the relationship between home and school; keeps track of all Extended Day students on campus after school hours; organizes and oversees child care for evening events; keeps open communication between teachers and Extended Day staff; and prepares written communication with families as needed.

Qualified candidates will possess a bachelor’s degree and have experience working with children.

Washington Episcopal School is an independent, coeducational school serving students age three through grade eight. WES believes that learning should be joyful because academic excellence and happy children belong together. The school represents a diverse, inclusive community that respects individual differences, develops every child’s unique talents, and fosters learning inside and outside the classroom. Washington Episcopal School develops children into kind, confident, and prepared young adults. Founded in 1986, the school is located on a 10-acre campus in Bethesda, Maryland.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in August 2020.