School Program Director  
St. Benedict’s Episcopal School  
Smyrna, Georgia

So thes.org

Southern Teachers is assisting St. Benedict’s Episcopal School as it seeks a School Program Director to oversee school-day and after-school activities, serving as point of contact and ensuring that all schedules run smoothly. The Director must be someone with a true passion for the school’s mission as well as skills and knowledge to help the school reach its short and long-term goals. He or she will manage the Director of Auxiliary Programs and the Director of Preschool Aftercare for two-year-old children through grade eight.

The School Program Director ensures that programs are enriching for all ages, that children are safe and cared for, and that programs keep them engaged, growing, and happy. He or she works closely with the Directors to ensure that new vendors’ curriculum aligns with the school’s mission and program requirements; that strategic plan performance measures are being met; that positive relationships are maintained with all constituents; and that structure and organization are in place to keep programs running smoothly and efficiently. The Director oversees business aspects of the afterschool program, including budget management, hiring and retention of gifted staff, analyzing results real time, marketing, and ensuring consistently excellent customer service. He or she coordinates after-school enrichment programs and oversees logistics in terms of space reservation, coordination, and communication. Programs include sports (overseen by the Athletic Director) such as cross country, track, and basketball; robotics and STEAM activities (overseen by the STEAM Director); school and parent-led clubs such as Helping Hands; academic tutoring; music lessons; and community groups using the facility after hours such as AA and Al-Anon; and school-day activities such as yearbook, Beta Club, and field trips.

Candidates must have degrees in business and at least five years’ non-profit business management experience, preferably in a private school setting. They should be good listeners, communicators, presenters, and strategic thinkers with basic working knowledge of classroom and school technology. They must be good managers who can work well with people from diverse backgrounds and be comfortable in a fast-paced, entrepreneurial environment where team members are given general direction and then expected to figure out the details. The Director must be consistent, reliable, and proactive with high emotional intelligence, a creative problem solver and a process thinker who strives for continuous improvement and drives results.

Founded in 2008, St. Benedict’s Episcopal School is a co-educational school serving approximately 500 students in grades preschool through eight. The school is conveniently located in Cobb County, in metro Atlanta. St. Benedict’s encourages student creativity and inquiry-based learning in a caring and nurturing environment and offers a program that inspires scholarship, openness, and inclusion in the Episcopal tradition.

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 July 2022.