

## **OUT-OF-SCHOOL-TIME ASSISTANT DIRECTOR**

### **AVAILABLE IMMEDIATELY AND OPEN UNTIL FILLED**

**Role:** Out-of-School-Time Assistant Director

**Reports to:** Out-of-School-Time Director

**Location:** In-Person at Guadalupe School (1385 N 1200 W, Salt Lake City, UT 84116)

**Status:** Full-Time, Exempt

**Pay Range:** Annual Salary, Salary Range: \$60,000 - \$65,000

Guadalupe School seeks a full-time/in-person Out-of-School-Time Assistant Director dedicated to fostering academic and personal growth for Salt Lake's diverse community of immigrants and refugees through high-quality afterschool and summer school programs. This is a full-time, in-person position, Monday through Thursday, 11:30-7:30 pm and Friday, 9:00-5:00 pm, and may include occasional extended evening and weekend hours.

Reporting to the Out-of-School-Time Director, the Out-of-School-Time Assistant Director will manage the day-to-day activities and operations of the afterschool and summer school programs within Guadalupe School, creating and maintaining a safe and supportive environment for students, families, and staff. This position will manage 20-30 staff members, maintain clean and accurate payroll, data, and student records, and play a key role in overseeing the implementation of program activities and data collection.

### **QUALIFICATIONS**

**An ideal candidate has:**

- Five or more years of progressively responsible educational program implementation and management experience
- Bachelor's degree or 2-5 years of equivalent experience required
- Teaching certificate/license preferred
- Professional working proficiency in English and Spanish, Required
- Knowledge of best practices and methods relating to out-of-school-time program development and implementation
- Ability to distill and clearly communicate information to diverse audiences
- Leadership and cross-functional management ability
- Ability to manage multiple projects and work across multiple departments
- Use of data and analytics to make decisions, analyze and improve results
- Knowledge of industry standard safety and regulatory standards for child and youth programs

- Flexible and provides a creative approach to opportunities and challenges
- A high standard of professional and ethical conduct, integrity, and accountability
- Passion and interest in increasing equitable access to education and wraparound services

## **RESPONSIBILITIES**

The OST Assistant Director will *assist* the OST Director to:

- Promote and refine Positive Behavior Interventions and Supports systems in OST programs that align with school-day behavior expectations
- Work with the Director of Special Education, Behavior Specialists, and School Nurse to assure activities are safe and appropriate for special needs/at-risk students in OST programs
- Work with the OST Academic Alignment Team and OST Social-Emotional-Learning (SEL) Team to assure progress toward identified 21st CCLC goals.
- Create weekly schedules and oversee the day-to-day activities of afterschool and summer school programs.
- Attend grant meetings as directed by the OST Director and provide detailed notes including action items.
- Attend administrative meetings, faculty meetings, professional development and other training.
- Hold monthly meetings and provide professional development including coaching for the OST staff.

As *directed* by the OST Director, the OST Assistant Director will:

- Ensure the proper supervision and safety of staff, program participants, and the overall program environment.
- Support and manage a team of 20-30 staff members.
- Maintains OST staff timecards and submits bi-monthly payroll reports.
- Oversee the implementation of program activities, ensuring they align with the organization's mission and goals.
- Manage student enrollment and maintain accurate records.
- Collect and manage data on a regular basis to support program evaluation and improvement efforts.
- Develop and maintain positive relationships with students, parents, staff, and community partners.

- Assist in training and professional development for staff members.
- Troubleshoot challenges and issues as they arise, ensuring the smooth operation of programs.
- Attend regular meetings with the Program Director and other staff members as required.
- Prepare and hold regular OST staff meetings to train, check-in, and collaborate as a team.
- Prepare reports and support the Program Director with administrative tasks as needed
- Any other duties as assigned by the OST Director.

### **About Guadalupe School:**

Guadalupe School, one of the state's leading educational institutions and resource centers for immigrant and refugee families, is a nonprofit organization founded in 1966 whose mission is to transform lives through education. The organization provides wrap-around and educational services for children aged infant through 12-years-old, as well as adults aged 18 and older - 96% of whom live at or below the federal poverty line - through an Early Learning Center (In-home care, toddler, and preschool classes), a K-6 public charter school, Out-of-School-Time programs, and an Adult Education program.

Guadalupe School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.

### **TO APPLY**

Please submit your resume and a cover letter to [colleen.baum@guadschool.org](mailto:colleen.baum@guadschool.org)