



## **After-School / Summer Program Director**

The Westwood School seeks an After-School / Summer Program Director to join our school. Westwood is located in the Farmers Branch area and Dallas. We take pride in our close-knit culture which values community, character and excellence in the Montessori education of toddlers through high school seniors. This position is responsible for the After-School Program and the Summer Program.

### **Responsibilities for this position include but are not limited to:**

- Create, market, and oversee Westwood's After-School Program and Summer Camp
- Organize and execute After-School and Summer preview events
- Prepare and present appropriate summary reports for other school administrators
- Work with the Business Office to develop a budget to ensure the profitability of the programs
- Hire, terminate as necessary, and evaluate teaching/coaching staff for the programs
- Under administration's guidance, provide necessary orientation and ensure appropriate legal paperwork is completed for Westwood and non-Westwood Staff members
- Receive and process registration and billing forms for attendees of programs under the supervision of the Business Office
- Prepare and maintain classroom roll sheets and company files
- Handle student, parent, and staff complaints or praises regarding the programs

### **Qualifications**

- Experience in a Coordinator or Director position (Educational preferred)
- Degree preferred not required
- Strong interpersonal and organizational skills
- Excellent computer / technology skills

### **Compensation**

Commensurate with experience

### **Application Information**

- Employer: The Westwood School
- Contact: Heather Lourcey
- Phone: 972-239-8598
- Fax: 972-239-1028
- E-mail: [HLourcey@WestwoodSchool.org](mailto:HLourcey@WestwoodSchool.org)

### **Job Type**

Coordinator / Administration

### **Position Type**

Full-Time