

## **Program Director, Sudbury Extended Day**

### **About us:**

We are looking for a dynamic program leader for our team of highly engaged educators. Since 1984, Sudbury Extended Day (SED) has been the exclusive before and after-school childcare program caring K-8 children at 6 Sudbury locations. A not-for-profit organization, SED's mission is to provide safe and enriching before and after school programming for the development and support of Sudbury Public School students. While not part of the Sudbury Public School system (SPS), SED works in partnership with SPS to secure dedicated program space so that students may experience additional growth through our play-based program. SED believes in a strong, collaborative culture that is designed to foster the growth of each child in our care. With an average teacher tenure of 13 years, SED provides a true community within Sudbury, fostering strong relationships with students and families.

### **Responsibilities:**

Sudbury Extended Day is seeking a solution driven and thoughtful leader with experience in an EEC-licensed childcare setting. This is a full-time, 12-month position. The SED Program is open before/after school hours; as such, the Program Director's schedule may be varied. On-call availability and presence at holiday and vacation programs is required. Salary commensurate with experience; competitive benefits package is provided.

### *Essential Responsibilities:*

- Reports directly to the Sudbury Extended Day Executive Director; participates in monthly BOD meetings to provide updates on overall program activity, enrollment and personnel changes
- Communicates effectively with all stakeholders, including parents, students, staff and the Board of Directors
- Involved in Community Outreach; liaison with SPS for key events
- Experience with child development, including children with special learning and/or developmental needs
- Exhibits a positive, caring attitude towards all children and families in the program
- Licensing and Regulatory Responsibilities: Ensures program compliance with all DEEC (Dept. of Early Education and Care), state and local regulations. Exceeds annual DEEC training requirements
- Develops operational guidelines including daily attendance, record keeping, emergency procedures, transportation, and coverage for late pick-ups
- Designs and implements holiday and vacation programs
- Manages full cycle recruitment process for all new hires
- Provides an annual orientation for all employees to review personnel and program policies
- Coordinates coverage of 50+ teachers and support staff across 6 locations
- Management and supervision of 12-15 direct reports
- Oversees staff development program; provides appropriate coaching and mentoring; evaluates staff according to staff evaluation policy

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**Qualifications:**

Bachelor's degree required. An optimistic outlook and sense of humor is definitely a plus. Candidates must have significant experience in a supervisory role motivating, developing, and leading a team, preferably in a high-performing school-age childcare program or equivalent experience. Strong knowledge of child development and excellent interpersonal skills required. Strong computer skills with fluency in MS Office and the ability to learn necessary software platforms for enrollment and marketing communications. Familiarity with general accounting practices and knowledge of QuickBooks preferred. CORI clearance, fingerprinting and full background check required.

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