

## **After-School Program Director – Full Year Position**

**About Us:** A non-profit organization founded in 1984, Sudbury Extended Day (SED) has been the exclusive before and after school program for the K-8 students of Sudbury Public Schools. While not part of the Sudbury Public School system (SPS), SED helps to support the development and learning of SPS students. In partnership with SPS, each of the six program sites are provided a secure and dedicated space so that students may experience additional growth through our enriching play-based child care program. With an average teacher tenure of 13+ years, SED provides a true community within Sudbury, fostering strong relationships with students and their families.

**About the Role:** Sudbury Extended Day is seeking a solution driven and thoughtful leader with experience in an EEC-licensed childcare setting. An optimistic outlook and sense of humor is definitely a plus! This is a salaried position, reporting to the Executive Director. Additional benefits include: PTO and paid holidays, health and dental insurance, flexible spending accounts, retirement account with company match, paid training and tuition reimbursement.

### **Essential Responsibilities:**

- Reports directly to the Sudbury Extended Day Executive Director
- Manages, directs, and coordinates SED's school-age child care program to ensure SED is providing high quality programming across all locations
- Oversees staff development program; provides appropriate coaching and mentoring; evaluates staff according to staff evaluation policy
- Communicates effectively with all stakeholders, including parents, students, staff and the Board of Directors
- Participates in monthly BOD meetings to provide updates on overall program activity, enrollment and personnel changes
- 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
- Provides an annual orientation for all employees to review personnel and program policies
- Manages full cycle recruitment process for all new hires
- Coordinates coverage of 50+ teachers and support staff across 6 locations
- Exhibits a positive, caring attitude towards all children and families in the program
- Involved in Community Outreach; acts as a liaison with SPS for key events
- Management and supervision of 12-15 direct reports

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### **Requirements:**

- Bachelor's Degree required
- CORI clearance, fingerprinting and full background check
- 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
- Strong knowledge of child development and excellent interpersonal skills required.
- Experience with child development, including children with special learning and/or developmental needs preferred
- Strong computer skills with fluency in MS Office and the ability to learn necessary software platforms for enrollment and marketing communications
- Presence at holiday & vacation programs is required

**Terms:** This is a full-time, year-round position (12 months)  
Weekday schedule, Monday through Friday  
The SED program is open before and after school hours; as such the Program Director's schedule may be varied

**Salary/Rate:** \$70,000 - \$80,000 annual salary, based on experience

**Location:** Sudbury, Massachusetts. Locations are not accessible via public transit; applicants must have reliable transportation.