



Assistant Director of After-School and Summer Programs Job Description

Do you enjoy working with youth and being part of a diverse, supportive, and talented community? Are you passionate about youth program development and are a natural leader? If so, please consider joining our team at Tessellations. We are currently accepting applications for an **Assistant Director of After School and Summer Programs** starting immediately.

Tessellations is a progressive Preschool - 9th grade non-profit school for gifted learners based in Cupertino, CA. Our mission is to provide challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are and pursue a meaningful life. At Tessellations, community is a core value, as it is the reason our small and mighty school was able to form and thrive despite the global pandemic. Our team consists of passionate, qualified, and dedicated staff from diverse backgrounds and includes nationally renowned gifted experts. Our first year was online only. In our second year, we moved onto our beautiful campus, quadrupled in size, and added our Nature Campus. Our third year had excellent staff and student retention and extremely high family satisfaction. At the start of the 2023 - 2024 school year, we moved to a larger campus to accommodate our growing population and this past Fall we launched our high school.

Our after-school program, Base Camp, provides program options for our wonderful Kindergarten - 8th grade students following the school day. We currently operate two programs; Odyssey and Clubs until 6:00 pm Monday - Thursday and 5:00 pm on Fridays. Students participating in Odyssey are able to reset from a full day of instruction by engaging in self-directed indoor/outdoor play with peers, relaxing in the Quiet Room, completing homework, and or engaging in a teacher-led activity. Our enrichment Clubs are offered seasonally with offerings in the subject categories of social studies, sports and movement, tabletop gaming, arts and crafts, and STEM. Clubs typically meet once a week for 60 minutes to 120 minutes and are led by Base Camp Teachers, Tessellation Faculty, and local enrichment program vendors.

Open to rising Kindergarten to 10th-grade students from Tessellations and students across the SF Bay Area, our Summer Program is geared toward providing students an opportunity to explore many areas of interest, engage in hands-on experiential learning, build friendships, develop critical thinking skills, strengthen a love for learning, and most importantly to have fun. Summer camp offerings include day trips, summer camp workshops, and a Counselor In Training Program. In keeping a 6-8 camper-to-1 teacher/counselor ratio, our program is designed with the needs of the camper in mind.

By working at Tessellations, you will work with students who love to learn, engaged parents/guardians who are grateful for your work, and supportive colleagues who will help bring out your personal best.

Primary Responsibilities

The **Assistant Director of After School and Summer Programs** will assist in the administration and supervision of the after-school and summer programs in accordance with school policies and program guidelines. This individual will also be asked to perform the duties of the Director of After School and Summer Programs in the Director's absence. The ideal candidate has the flexibility to meet changing work needs and demands, an openness to feedback, and a desire to grow professionally.

This position is 75% FTE during the school year (Now - June 12, 2024) and 100% FTE during the summer season (June 16, 2024 - August 1, 2025).

School year work schedule: Monday - Thursday 12:00 pm - 6:00 pm; Friday 11:00 am - 5:00 pm

Staff development day work hours: 8:00 am - 3:00 pm, times are subject to change

Summer season work hours: Monday - Friday 8:00 am - 5:00 pm

Administrative Support and Operations

- Update daily student attendance roster and provide timely communication to families regarding schedule changes
- Assist the Program Director with program marketing, registration, and collection of program fees
- Document and enter medical/behavioral incidents in the school's database
- Review Base Camp Team supply request needs for Base Camp Odyssey; assist with monitoring expenses of Base Camp Odyssey; conduct annual inventory of program materials

- Secure rooms for Base Camp Clubs and communicate room changes to enrichment program vendors
- Create and distribute a quarterly program newsletter to families
- Order snack, keep track of inventory, put together a live weekly snack schedule for parents/guardians
- Assist in setting up and maintaining recreation facilities for Summer Camp events and scheduled programs
- Maintain school facilities used during the programs and create an inventory tracking system for equipment
- Drive the school van on Summer Camp field trips
- Coordinate Summer Camp field trips by securing destinations and providing trip itineraries

Team and Program Development

- Assist Program Director with staff development, participate and assist in the facilitation of team meetings
- Develop curriculum/activity options for Base Camp Odyssey in collaboration with Base Camp team members
- Design, plan, and implement special programming for Fall and Spring Family Conference Days
- Plan, implement, and participate in Summer Camp activities in the areas of group games, crafts, nature, science, design thinking, and social studies
- Assist Program Director with program development and innovative approaches to instruction and care; co-lead implementation
- Research ways to improve and enhance current programming that enhances and supports personal knowledge base, especially in the areas of SEL, cultural competency, and working with a gifted student population
- Develop, recruit, and lead the Summer Camp Counselor in Training program

Student Supervision and Engagement

- Conduct routine student attendance and maintain accurate participant records
- Provide student supervision and circulate amongst the Base Camp Odyssey program, supporting Base Camp team members as needed
- Actively engage with students during Base Camp Program hours, such as assist students with homework help, supervise play time, and support creative projects
- Lead an activity at least one day per week in Base Camp Odyssey
- Communicate and follow-up with parents/guardians about student behavior, keep the Director apprised of incidents and issues

- Enforce rules, regulations, and safety precautions with students/campers while on campus and during Summer Camp field trips
- Create and foster a safe and supportive learning environment where all students/campers are seen and feel heard
- Provide student supervision during some school evening events

Requirements

- Bachelor's degree in child development or closely related field
- Minimum age requirement of 25 years old
- Passing a criminal background check upon job offer
- At least 5 years of driving experience and clean driving records with the DMV
- Two years experience working with school-age children of mixed grades in an organized setting
- Knowledge of the basic needs and characteristics of Elementary and Middle School students
- Experience with curriculum planning and instructional techniques and strategies in an after-school program
- Strong oral and written communication skills
- Database management experience and proficiency with GSuite
- Experience interpreting, applying, and explaining rules, regulations, policies, and procedures.
- Well-versed in analyzing situations accurately and adopting an effective course of action
- Work independently with little direction and able to meet deadlines
- Proven ability to establish and maintain effective working relationships with faculty, staff, parents/guardians, and community members
- Social-emotional teaching experience and familiarity with and commitment to DEIJ issues
- Experience teaching gifted learners is a plus

Compensation

Salary: \$69,000 annually

Benefits include medical, dental, vision, life, 401(k), flexible spending account, paid time off, holidays, and school breaks.

To Apply

Please submit a cover letter and resume to careers@tessellations.school. For more information about our school, visit <http://www.tessellations.school>.

Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision-making.