



Escuela Bilingüe Internacional (EBI)

Job Description

**Job Title: Interim Director of Aventura Community Programs
(start date ASAP until August)**

Job Class: Full Time Exempt

Reports to: Interim Head of School

EBI is seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, international mindedness, and character;
- Support the mission and vision of EBI;
- Bring a positive attitude and a sense of professionalism to the School community;
- Embody all attributes of the IB Learner Profile

The Director of Aventura Community Programs is responsible for strategic planning, operations, market development, program design, budgeting, staffing and coaching, and ongoing evaluation of EBI Aventura Community Program including School/Summer Camps, Aventura Extended Day and EBI Academies, and other enrichment programs. The Director is responsible for ensuring programs adhere to all applicable federal, state and Alameda County regulations, to include the oversight of all required licenses and permits.

The Director oversees the daily operations of the Community and Auxiliary Programs department. This position manages an Assistant Director and part-time temporary personnel.

Essential Functions Include:

Strategic Program Development

- Continually develop vibrant auxiliary programs that achieve desired strategic

- priorities and support the school's overall program and mission.
- Assess, enhance, and where appropriate, expand summer and auxiliary program offerings aligned with EBI's mission to meet the physical, emotional, intellectual, and social needs of current and prospective participants.
 - Collaborate with school leadership, administration, and faculty to ensure all summer and auxiliary programs align with the school's mission and educational philosophy.
 - Annually seek and analyze input from campers/students, families, and staff regarding the quality of their program experience.
 - Explore opportunities for leveraging both the intellectual and physical assets of the school while ensuring that the needs of students are prioritized.
 - Seek to identify partnerships that may enhance program potential.

Financial Management

- Ensure that the Auxiliary Programs financial performance meets or exceeds budgeted expectations.
- In coordination with the DFO, prepare an annual budget covering all aspects of program expenses and revenues to ensure profitability.
- Monitor revenues and expenses in accordance with budgetary restrictions for bottom line performance across all programs.
- Continually strive to generate and grow net revenue in support of the school.
- Work with individual program directors to ensure profitability of their programs.
- Establish appropriate compensation for auxiliary program employees in coordination with the DFO.
- Establish and manage contracts with third party partners and vendors related to auxiliary programs operations.
- Coordinate with the Business Office to ensure accurate monthly billings for the extended day program by student attendance.
- Conduct RFPs, as appropriate, for third party partners and vendors.

Marketing and Communications

- Effectively promote auxiliary programs to achieve enrollment and revenue targets.
- In coordination with the Advancement department, ensure that auxiliary programs have an effective and accurate web presence, including the website and social media, while developing and implementing a comprehensive marketing strategy for all auxiliary programs.
- Manage public relations and marketing initiatives to promote and communicate the programs to prospective and enrolled students/families.
- Oversee the creation and distribution of regular communications among year-round, summer, community and auxiliary program constituencies that effectively provide updated information and a sense of community.

- Manage auxiliary program recruitment and ensure that auxiliary programs serve as a recruiting tool for EBI School admissions.

Administration and Operations

- Ensure that community and auxiliary programs operations, including school camps, summer programs and extended day, are in compliance with all applicable regulations of licensing and governing entities. Maintain required camp licenses and permits.
- Develop annual program calendars, detailing monthly steps and collaborations across departments to ensure the effective planning, communication, and management needs of after school, summer and year round camps, and enrichment programs.
- Oversee the organization and implementation of registration for auxiliary programs.
- Maintain accurate and comprehensive summer program registration, billing, and other camper data in UltraCamp and work with the Business Office to ensure that data can be successfully recorded in the FACTS or other system.
- Initiate and support the selection of technology platforms to support program enrollment management in collaboration with the Director of Technology and Business Office.
- Manage the daily operations of the after-school extended day program PK-8 School students during the academic year, coordinating activities for students and providing an engaging experience in a safe environment.
- Collaborate with the EBI Student Success Team and Division Heads to ensure best practices and support of EBI students in attendance at Community Programs.
- Ensure that the administration and operation of auxiliary programs is efficient and effective.
- Develop and oversee safety and health protocols for the program in coordination with school leadership.
- Coordinate, as necessary, with the technology and facilities departments.
- Prepare reports for and communicate with School leadership to ensure awareness of auxiliary program performance.

Human Resources

- Work with the Head of School and DFO to develop a vision for and cultivate an appropriately sized Aventura Community and Auxiliary Programs Office.
- Hire, train, and manage a qualified, effective, and customer-focused team that includes numerous part time and/or temporary extended day and summer camp staff, coordinating with the Human Resources and Payroll

Manager as appropriate.

- Develop and ensure the Aventura Handbook and standard operating procedures are up to date and properly implemented.
- Organize and lead an orientation for all summer programs staff.
- Coordinate with the Human Resources to ensure all necessary and required employment forms, including background checks, are completed and on file.

Other Duties:

- Ability to lift or move boxes up to 25 lbs., with or without reasonable accommodation.
- Additional duties as assigned by the Head of School.

Required Education and Experience:

- Bachelor's Degree or the equivalent combination of education and relevant experience
- Minimum of 5 years of experience working in and overseeing auxiliary programs or similar economic ventures
- Bilingual Spanish and English
- Demonstrated commitment to DEI/social justice
- Detail-oriented with the capacity to effectively and efficiently manage numerous small and large tasks
- Proficiency with Microsoft Office and Google Suite, and other related technology
- Excellent communication skills with the ability to exchange accurate information with a variety of constituencies (parents, students/campers, third party partners, Human Resources Office, Business Office, and senior administration).
- Prior experience hiring and managing staff

Preferred Education and Experience:

- Master's Degree
- Prior experience working in an educational setting or with children's programs preferred
- Proficiency in UltraCamp
- Experience with Paycom or similar applicant tracking software

EBI uses a salary scale that is based on education and years of experience and ranges from \$75,000 to \$90,000

Application Process

To be considered for the position, please complete an [application](#), and send a letter of interest, a resume, and contact information for at least *three professional references, including supervisors*, employment@ebinternacional.org. Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files or files for candidates that do not meet the desired qualifications will not be considered.

EBI is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.