



Coordinator of Extended Day and WECCP (Whitby Enrichment & Cocurricular Program)

- **Full-time, 12-month position**
- **Reports to: Head of School**

QUALIFICATIONS:

- Has leadership experience and sound judgment in working with multiple constituencies
- Understands the developmental stages of an 18-month through Grade 8 student body
- Experience in creative problem-solving and program development
- Understands and supports the importance of meeting the After-School needs of Whitby families
- Strong written and oral communication skills
- Entrepreneurial spirit committed to program expansion

SUMMARY: Supports the Whitby School Mission, Montessori and IB philosophies, and Whitby School policies and procedures to maintain quality and excellence. The **Coordinator** will develop, enhance, promote and establish an Extended Day and WECCP curriculum that supports student learning. Primary goals include:

- Assisting in complementing the current academic, social and physical development curriculum
- Supporting the needs of Whitby families
- Building a stronger profile in the Greenwich community
- Creating a program that is also a revenue source

Extended Day and WECCP Program Responsibilities

- Determine class offerings for school year activities program
 - Ensure that the content of the class offerings is in keeping with Whitby practices and philosophy (i.e., Montessori and IB teaching)
 - Create a schedule that coordinates and integrates with the daily/weekly/monthly calendar
 - Arrange a varied group of offerings for students
 - Consult with Heads of WMCH, LS & MS to recruit faculty and create appropriate offerings
- Manage staffing for activities program
 - Solicit Whitby teachers for classes/offerings
 - Vigorously contact and hire outside vendors (MacInspires, Coding for Kids, Chess, etc.) to broaden offerings and add to faculty/staff
 - Communicate daily with Heads of WMCH, LS, and MS to learn of any student behaviors or developments that may affect student activity in Extended Day or WECCP
 - Develop and work with Business Office and IT to administer teacher contracts.
 - Observe teachers on occasions during activities sessions
 - Keep track of teacher absences, substitutes, and hours worked for payroll purposes
 - Ensure that outside vendor bills are accurate and go directly to Business Office for processing
- Develop and manage a working budget for activities program that includes staffing, supplies, and all other necessary expenses to run activities program

- Communicate regularly with Heads of WMCH, LS, MS, and Business Office regarding the management of the activities budget
- Track staffing and program expenses on an ongoing basis
- Collaborate with Marketing & Communications about publishing online activities offerings
 - Write up class descriptions, course instructors, and any other necessary information
 - Meet publishing deadlines
- Manage student enrollment and participation in activities session
 - Work with Technology Department and Business Office to create registration forms
 - Track student participation in the program
- Determine and manage needed facilities
 - Arrange classrooms, gymnasium, and fields to be used with homeroom teachers and other staff
- Supervise daily implementation of activities program
 - Gather students at appropriate times for specific class that day. Ensure that student transitions are properly supervised
 - Present teachers with the session roster provided by Business Office and IT
 - Dismiss students to class with the teachers
 - Find substitutes for absent teachers (or be prepared to take over that class with a different activity for the day)
 - Assist at the various school dismissals and stay with children until the last one leaves
- Participate in curriculum development, faculty and Board committees, school projects, special programs, and strategic planning as requested by the Head of School
- Report all accidents immediately. Follow procedures in School Handbook
- Abide by all employment policies as indicated in the contract and the staff/faculty handbook

Reception Area Support and Responsibilities

- Serve as a critical support staff person for the Front Desk Reception area
- Coordinate with Front Desk Receptionist to cover breaks, lunch distribution, and phone call coverage, especially during busy times or during special events
- As assigned by the Head of School's Office, assist administrative staff with special projects, mailings, and IT integration

Communication and Community Building Responsibilities:

- Maintain a positive relationship with the parents and outside faculty/vendors
- Respond to parent phone calls or written communication in a timely manner; meet with parents as requested
- Update all members of the teaching team regarding communication from and interaction with parents and outside faculty/vendors
- Inform the Classroom Teachers, Division Heads and/or Head of School regarding behaviors that require intervention, matters of concern that go beyond the boundaries of the individual classroom or the scope of an individual teacher's responsibilities

[APPLY HERE.](#)

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