



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY of SCHOOLS

Job Title: Assistant Programs Director

Department: Early Childhood Center and Auxiliary Programs

Appointment: Full-Time

Contract Period: 12 Months

Reports to: Director of Early Childhood and Auxiliary Programs

Job Summary: The Assistant Programs Director will support the Early Childhood Center, Extended Day Activities and Summer Programs, which encourages positive spiritual, social, emotional physical, and intellectual development of children. The candidate for this position will be expected to be highly organized and represent the school mission. The primary qualifications for this position are dependability, flexibility, a pleasant demeanor, a detail-oriented nature, and experience working with children.

Essential Duties and Responsibilities:

- Support school policies, the Dominican Pillars of Prayer, Study, Service and Community, and the teachings of the Catholic Church in word and actions.
- Contribute to the school community by attending school events and maintaining relationships with the faculty and staff of SAA-SDS.
- Creating faculty records, the ECC calendar, and registration and rosters for camps.
- Communicating with parents, guests, vendors and coworkers in a professional and helpful manner.
- Proficient use of technology in order to create, maintain and distribute rosters, supply lists, attendance, etc.
- Interpersonal and written communication skills with the ability to work successfully with all constituencies of the school community.
- Initiate and maintain positive relationships with students, co-workers and parents, inspiring them to achieve confidence to do the same.

An Ideal Candidate would possess the following qualifications:

- A Bachelor's degree is required; preferred in Education
- A high level of organization, with the ability to balance schedules, activities, and meetings in support of the Early Childhood Center.
- Exceptional computer skills (Word, Excel) and the ability to learn a new software.
- Flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity

The ideal candidate will be excited about the opportunity to work collaboratively in a diverse, inclusive, values-based Catholic, independent school community. To apply, interested candidates should submit a cover letter, resume, and contact information for at least three professional references (including name, phone number and email address) to Jenny Howell, Director of Early Childhood Center and Auxiliary Programs, at jhowell@saa-sds.org
St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individual to apply.