



Director, Lower School Center City
Extended Day Program
Start Date: August 2019



FRIENDS'
CENTRAL
SCHOOL

Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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Mission: We cultivate the intellectual, spiritual, and ethical promise of our students

Vision: To awaken courage and intellect – and peacefully transform the world

Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 800 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood. Our Lower School Center City Extend Day Program is located at the Trinity Center for Urban Life (2212 Spruce St., Philadelphia).

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Director, Lower School Center City Extended Day Program, Part-time (15 hours per week)

Friends' Central's Extended Day Program offers a safe and supportive space for students to enjoy after the school day concludes. Our Extended Day Program provides a snack, homework space, and supervised play for students. The Center City Hub at the Trinity Center for Urban Life (2212 Spruce St., Philadelphia) is an initiative (new in the fall of 2018) designed to allow Center City students the opportunity to participate in aftercare in the city, making it easier for their families to pick them up. The Director is responsible for all aspects of programming and administration for the Center City Extended Day Program, including staffing, attendance and billing tracking, and maintaining a strong relationship with parents and the staff of the Trinity Center for Urban Life.

Primary Responsibilities

- Plan appropriate and engaging activities for a range of ages within the Extended Day Program, ensuring that students are happy, healthy, and actively engaged
- Develop and communicate a vision for ways the Center City Extended Day Program could grow in the years ahead
- Serve as lead instructor in the Center City Extended Day Program
- Effectively communicate to parents the vision and expectations of the Center City Extended Day Program
- Coordinate the safe transfer of children from the bus to the facility and from the facility to the parents/caregivers
- Coordinate with the Old Gulph Rd Extended Day Program and the transportation director
- Oversee staff
- Ensure coverage for all Extended Day hours
- Evaluate program staff on an ongoing basis
- Ensure that registrations are accurate and timely and properly recorded in Veracross database on an ongoing basis
- Communicate with and update the Principal on a weekly basis
- Maintain accurate daily attendance in Veracross database
- Charge drop-ins as required
- Manage the budget for the program

Qualifications

- BA Degree with emphasis in early childhood and/or elementary education or equivalent experience.
- Relevant teaching experience required; after-school program strongly preferred

- Familiarity with current learning theories and basic principles of human growth and development and ability to consider them in the design and implementation of learning experiences for children ages 3-11
- Supervisory experience
- Demonstrated computer proficiency
- Strong interpersonal skills; ability to communicate effectively with students, parents, and school staff.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).

Please send cover letter, resume, and contact information for three references to careers@friendscentral.org.

For more information about Friends' Central, visit www.friendscentral.org.

