



JOB DESCRIPTION - SUMMER ACADEMY DIRECTOR

(Revised January 2023)

Type: Part-time, seasonal - flexible hours leading up to summer; full time during June & July

Reports to: Director of Institutional Advancement

Posted: 1/5/23

Start Date: Upon Hire

Evansville Day School (EDS), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit. EDS was founded in 1946 and remains the only independent school in the Southwest Indiana (tri-state) region. The school enrolls approximately 280 students and boasts a 40 acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

As with all positions at Day School, faculty hold much more than a job. Educators enjoy the opportunity to be part of an intellectual, interesting, and supportive learning community with a myriad of ways to engage students, families, and colleagues as everyone participates in the life of the school. All Day School faculty and staff are asked to focus actions and decisions on what is best for the school and the students.

Job Description:

The Summer Academy Director is the primary point of contact for Day School's 7-week summer program. This key position works collaboratively with and will be supported by the Director of Institutional Advancement. The Summer Academy Director also partners with and manages other constituents who form that team that create, manage, and facilitate Summer Academy.

Responsibilities:

- Respond as needed to email pertaining to Summer Academy from enrolled participants' families
- Collaborate with Summer Academy teachers and staff to set themes
- Create and manage schedule for teaching and assistant staff
- Perpetuate financial health of Summer Academy through fiscal decision-making
- Plan experiences and/or field trips to enhance the weekly theme

- Learn and help maintain database for Summer Academy participants
- Manage online registrations leading up to and during Summer Academy
- Interview, hire, and manage prospective high school and college assistants
- Schedule CPR/first aid training for staff
- Be present on campus throughout the 7-week program
- Manage daily operations including: greeting and working directly with parents & students, overseeing rotation schedules, managing staff and schedules, problem-solving issues as they arise, handling disciplinary issues and first aid as needed, being a friendly point of contact for participants, parents, and staff

Qualifications:

- Excellent work ethic, organizational, and interpersonal skills
- Pleasant and approachable demeanor
- Ability to maintain confidentiality
- Resolutely professional
- Outstanding attention to detail
- Ability to work independently and as part of a team
- Ability to meet deadlines, balance competing priorities, and maintain a sense of humor
- Passion for children and for Evansville Day School's mission

Experience preferred, but not required:

- Customer service and problem solving skills
- Database management
- Knowledge of basic spreadsheet functions
- Previous experience with Summer Academy or management of another similar program

Background:

- All employees and volunteers must agree to a comprehensive background check

Application:

- To apply, send a cover letter, resume, and three references to Carla Englebright at cenglebright@evansvilledayschool.org. Please include "Summer Academy Director" in the subject line.