JOB POSTING
THE ELLIS SCHOOL
DIRECTOR OF EXTENDED DAY PROGRAM

The Ellis School in Pittsburgh, Pennsylvania is seeking a Director of Extended Day Program for the 2022-2023 school year. Ellis is the only all-girls school in Pittsburgh serving students in Pre-Kindergarten through grade 12, with a mission of educating girls and young women to become bold, authentic, intellectually vibrant changemakers. The School currently serves approximately 400 students evenly distributed across three divisions. The Extended Day Program is an essential part of the school’s offerings, serving children in Pre-Kindergarten through grade 8 whose families are seeking a quality after-school experience for their daughters. The program provides developmentally appropriate activities that include a mix of play, enrichment activities, and homework time.

The Director of Extended Day is responsible for program planning and oversight, staff recruitment, training, and supervision, and communications with parents. Preference will be given to candidates with a demonstrated ability to work joyfully with elementary and middle school age children, experience planning creative programming for children of these ages, the ability to create a welcoming and inclusive program culture, and excellent organizational and communication skills.

The Ellis School community pursues, supports, and embraces diversity of all kinds, recognizing the collective strength derived from our individual differences. We are committed to creating a school environment in which all students feel welcome, known, heard, safe, and treated fairly, while establishing ourselves as a leader in equity and justice initiatives.

❖ We recognize and celebrate the unique value and dignity of every student.
❖ We commit to doing the work of diversity, equity, and inclusion both internally and externally.
❖ We foster authentic and reciprocal relationships with families.
❖ We strive to teach a culturally sustaining curriculum and engage in culturally sustaining instructional practices.

This position is currently planned to be a 75% position during the school year, with some planning work required during the summer. Interested candidates should submit the following materials electronically to Wendy Wu at opportunities@theellisschool.org before April 15, 2022:

- Cover letter
- Resume
- Names and contact information of three professional references

Questions should be directed to Macon Finley, Head of School, at finleym@theellisschool.org. Additional information about the school can be found on the school website at:
https://www.theellisschool.org/page.