



## PTCS Job Opening

### Extended Program Director

#### Job Details

**Job Type:** Part Time

**Schedule:** Monday – Friday: 2:00 – 5:30 PM

**Pay:** Salary

**Reports To:** School Principal

#### Pui Tak Christian School

Pui Tak Christian School (PTCS) is a high-performing, faith-based school in Chinatown, Chicago, IL. PTCS has operated for 72 years and serves students from Preschool (3-year-old) to 8<sup>th</sup> Grade.

#### Job Description

PTCS is seeking an Extended Program Director who will be under the general direction of the School Principal and responsible for daily operations and programming during after-school hours. The ideal candidate would provide leadership and supervision to students, volunteers, and staff, serve as a Christian role model, and maintain a high-quality, safe program.

#### Job Responsibilities

- Oversee all areas of the After School Program, including Kid's Corner, Enrichment Classes, and Tutoring
- Provide direction and guidance to maintain the after-school program
- Shepherd, guide, and oversee after school staff, volunteers, and students personally and professionally
- Maintain relationships with partnering organizations such as Moody Bible Institute, Haines School, Chinese Christian Union Church, and others
- Recruit, interview, and train after-school staff such as enrichment teachers and assistants
- Promote and oversee student enrollment in the after-school program

- Establish and maintain a positive and collaborative relationship with families and staff through consistent communication

## **Culture Fit – Do These Words Describe You?**

### **A Successful PTCS Extended Program Director is...**

- Aligned in Passion: knows and loves the organization and mission. Excited about the vision of the school
- A Learner: can take direction and feedback well and has a great desire to learn
- Relational: friendly and approachable
- A Team Player: able to work on a team and actively contribute ideas
- A Communicator: consistently communicates with families via strong verbal/written communication
- A Solution Specialist: able to identify problems and find solutions
- A Conflict Resolver: unafraid to tackle conflict
- A Person of Integrity: at the core, makes solid decisions based on lifelong values
- Self-Aware: knows where he or she needs growth; finds others to fill in those gaps
- Flexible: adapt to a less-than-ideal classroom environment

## **Skills/Qualifications**

- Management or leadership experience preferred
- Excellent communication and interpersonal skills
- Organizational, time-management, and problem-solving skills needed
- Excellent attention to detail
- Event planning capabilities

## **Job Preferences**

- Bachelor's degree in a related field
- At least 2 years of working with children in an urban setting
- At least 2 years of managing and directing staff

## **To Apply**

You can read more about our school at [www.puitakschool.org/about-us](http://www.puitakschool.org/about-us). Please send resumes to [jonpostma@puitakschool.org](mailto:jonpostma@puitakschool.org) and [kathrynjohnson@puitakschool.org](mailto:kathrynjohnson@puitakschool.org).

*As an equal opportunity employer, Pui Tak Christian School does not discriminate in its employment practices against any person because of race, color, biological sex (as determined by anatomy at birth and not subject to change), pregnancy, national origin, ancestry, age, disability, or military status. PTCS can legally make religion-based decisions in its employment practices to fulfill its religious mission. All employee positions are critical to the fulfillment of this mission. Consequently, PTCS expects all employees to live out the Ministry's Statement of Faith and all Biblical standards as interpreted by the PTCS leadership.*

## **"Joy in Learning, Love in Teaching"**

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