



PTCS Job Opportunity

Extended Program Director

Job Details

Job Type: Full Time

Schedule: Monday - Friday: 9:30 AM - 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 located in Chinatown, Chicago, IL. PTCS has been in operation for 69 years and serves students from Preschool (3-years-old) to 8th Grade.

Job Description

PTCS is seeking an Extended Program Director under the general direction of the Principal. The Extended Program Director is responsible for daily operations and programming during the 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 PTCS at www.puitakschool.org/about-us. Please send resumes to bonnieho@puitakschool.org and kathrynjohnson@puitakschool.org.

As an equal opportunity employer, Pui Tak Christian School hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

“Joy in Learning, Love in Teaching”