



LYCÉE FRANÇAIS
DE SAN FRANCISCO

Director in Training for Extra-curricular Activities

The Lycée Français de San Francisco (LFSF) is a French immersion College Preparatory school in the San Francisco Bay Area, providing a challenging educational environment, based on the French national curriculum.

The LFSF has an afterschool program that offers more than 85 activities ranging from sports, to arts, to enrichment programs. The department has 60 employees, including 3 assistants, and 10 contracts with independent contractors.

The Director in Training for Extra-curricular Activities will report to the Head of School. He will help coordinate all extracurricular activities among the three campuses for six months under the supervision of the current director of Extracurricular activities, to provide a smooth transition into a Director role.

Essential functions:

- Manage the after school activities and athletics programs on three campuses,
- Oversee the calendar and management of activities, vacation camps, and trips abroad,
- Manage regular, formal and informal, two-way communication with parents and employees,
- Represent and market the school at events (internal and external),
- Manage intermediate activity coordinators and teachers,
- Manage the AES assistant and the campuses liaisons,
- Recruit and retain staff as needed for the functioning of the extracurricular activities,
- Coordinate the activities program schedule with each campus director,
- Coordinate with outside activities and championships where the Lycée participates,
- Explore new ideas for developing and improving the Extra-curricular activities program,
- Develop and enforce school policies and procedures for the extracurricular activities program,
- Manage all athletic Extra-curricular activities programs and coordinate with the PE teachers, coaches, students, and leagues in regards to this program, including hosting home games,
- Manage all budgeted expenses and revenues related to Extra-curricular activities and camps, prepare monthly payroll information, work with the Controller for the financial reporting.

- Manage the Extra-curricular activities portal and is responsible for the content, upkeep, and maintenance of the online registration system along with the directors of day care at the primary school campuses,
- Communicate via different channels provided by the school (website, newsletters..) as well as through school social media,
- Meet on a regular basis with other directors to coordinate and plan macro level policies and procedures that require the coordination with other departments and/or individuals,
- Create partnerships with French organizations, institutions and other Lycées Français.

Education and qualification:

- . 5 - 7 years of experience in school administration, experience with athletic programs or Physical Education preferred,
- . Bachelor's degree in sports, business management and/or education required
- . Master's degree preferred,
- . Bilingual French/English required
- . Knowledge of ActiveNet software a plus,
- . Knowledge of the French Educational systems,
- . Legally authorized to work in the United States.

Start Date

August 24th, 2015

Status

Full-time Exempt

Location

San Francisco

To apply for this position, please submit:

- A cover letter explaining why you might be a good match for the position,
- A current resume,
- List of References (to be contacted at a later date),
- Other Supporting documentation (letter of recommendation and/or evaluation).

All applications must be submitted **by June 1st**, online at:

https://www.lelycee.org/cf_forms/view.cfm?formID=144

The Lycée Français de San Francisco is an equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. This position does not include any relocation assistance. No phone calls please.