



# PARISH EPISCOPAL SCHOOL

## DIRECTOR OF PARISH PLUS

**Location:** Dallas, TX

**Post Date:** August 2024

**Reports To:** Chief Financial Officer

**Compensation:** Competitive salary with generous benefits package

## THE OPPORTUNITY

The Director of Parish Plus is responsible for the overall management, development, and success of the Parish Plus programs. This is a year-round position that includes oversight of the planning, implementation, and evaluation of all programs under Parish Plus, including but not limited to Parish Summer, Parish Extend, The Academy, Parish Lab, Parish Drives, and PAWS Spirit Store. The expectation is that existing programs will continue to evolve and new opportunities will be created to grow the net revenues of the programs. The Director will ensure that all programs align with the school's mission and goals, provide high-quality experiences for participants, and achieve financial sustainability.



## PARISH EPISCOPAL SCHOOL

Since 1972, Parish Episcopal School has engaged students with bold programming relevant to our complex global society, while grounded in core values and academic principal in a balanced learning environment. Parish is an independent, co-educational school, open to qualified students of any race, color, gender, religious affiliation and national or ethnic origin. The school serves students ranging from grades PreK 3 - 12 with a current enrollment of 1,195 students.

Located on two campuses in north Dallas, Texas, the school has a nurturing "Hillcrest Campus" for PreK through 2nd grade with a STEM kitchen and garden, full gymnasium, newly constructed large multi level playground and a variety of classroom spaces housed on the grounds of The Episcopal Church of the Transfiguration. The 3rd-12th grade 50 acre "Midway Campus" includes an I.M. Pei designed structure which boasts an impressive arts wing, a complete set of playing fields, two full-sized gymnasiums, science labs, maker spaces, collaborative spaces and much more.

## MISSION AND STRATEGIC VISION

Inspired by our values of Wisdom, Honor and Service, Parish Episcopal School's inclusive Episcopal community guides young people to become creative learners and bold leaders prepared to impact our complex global society.

**History:** Founded in 1972

**Location:** Two campuses located in Dallas, TX

**Students:** 1,195 students in PreK 3 through 12th grade

**Faculty:** 253 full time faculty and staff members

**Websites:** [www.parish.org](http://www.parish.org) and [www.parishplus.org](http://www.parishplus.org)



## BELONGING AT PARISH

As a school founded on the values of Wisdom, Honor and Service, Parish Episcopal School believes that embracing our inclusive community facilitates our social, spiritual and intellectual growth and drives excellence in teaching and learning. We empower our students to be authentic and prepare them to lead by demonstrating knowledge of and respect for the rich variety of people and points of view that exist in our complex global society. To learn more about Parish's inclusive community please read more [here](#).

Parish Plus programs are designed to reflect the values of Parish Episcopal School and as a result, the commitment to a diverse and inclusive community extends to the opportunities offered outside of the regular school day. We strive to have offerings that appeal to a wide variety of builders, creators and learners of many ages and stages of life.

***"As a school founded on the values of Wisdom, Honor and Service, Parish Episcopal School believes that embracing our inclusive community facilitates our social, spiritual and intellectual growth, and drives excellence in teaching and learning. We empower our students to be authentic and prepare them to lead by demonstrating knowledge of and respect for the rich variety of people and points of view that exist in our complex global society."***

## PARISH PLUS

Our vision at Parish Plus is to expand upon the school day, providing all our community members opportunities to experience and learn more. Whether they are students growing into becoming young leaders, alumni wishing to rekindle connections and return to their Parish roots, or adults wishing to develop new skills, change careers or excel on their current path, Parish Plus wants to be a part of the journey. We challenge all members of the Parish community and the broader local community to continue to seek out new opportunities for growth and fulfillment by offering programming that sparks curiosity, and enlightens, equips and empowers each of us.



### Parish Summer

Our summer programs include specialty camps, academic camps and workshops, and day camps offered throughout the summer in one-week increments. Each camper is able to mix and match morning and afternoon camps to meet their particular interests. We also offer extended day to allow families the opportunity to have their children cared for and engaged in enriching activities from 7:30 am until 6:00pm.

*Parish Summer current year budgeted revenue: \$1,100,000*

### The Academy

Offered primarily during the summer months, this program consists of a wide selection of Upper School for-credit electives and full-year courses as well as academic camps and workshops from PreK through 12th grade. The program is highly personalized and is quickly expanding both in enrollment and offerings.

*The Academy current year budgeted revenue: \$250,000 (for-credit only, does not include not-for-credit summer workshops included in Parish Summer budget)*

### Extend Programs

- Offered throughout the school year, at both campuses
- Extended Day is available each school day until 6:00pm where a variety of engaging activities and free play are offered for children through 6th grade.
- Explorations are specialty classes ranging from chess to painting with nearly 100 options each semester. Most programs are taught by vendor partners alongside a dozen Parish faculty or staff members.
- Private music lessons are offered at each campus.
- All Day Care is offered on Faculty/Staff work days as well as conference days.

*Extend Programs current year budgeted revenue: \$1,500,000*

### PAWS Spirit Store

Our school store is located at the Midway campus and carries school uniforms and spirit apparel, snacks and convenience items. There is also an online store, pop up shopping at the Hillcrest campus and also at certain events/games.

*PAWS Spirit Store current year budgeted revenue: \$815,000*

### Parish Lab & Link

Services for enhanced learning support consisting of a learning lab and access to academic coaching during the school day.

*Parish Lab & Link current year budgeted revenue: \$300,000*

## Parish Drives

A certified Texas Driving School offering virtual classroom instruction combined with in-car lessons during a student's free periods.

*Parish Drives current year budgeted revenue: \$35,000*

## Parish Abroad

This program is returning after COVID and the school is reorganizing to make it a Plus program. It will include language immersion, spring break travel, and leadership trip during the summer.



## AUXILIARY PROGRAMS STAFF

In addition to the Director of Parish Plus, the year-round team includes:

**Parish Plus Associate Director** - oversees the Parish Summer and Extend teams as well as the logistics for all programming.

Direct Reports include: Parish Summer and Extend Director, Manager and Coordinator

**Parish Plus Associate Director of Retail** - oversees the PAWS store

Direct Reports include: one full-time and two part-time store staff

**Parish Plus Director of Marketing and Communications**

Direct Reports include: Creative Manager

**Director of The Gilman Study** - oversees all for-additional-fee learning support programs

Direct Reports include: Parish Lab CALT, MS Lab Learning Specialist, US Lab Learning Specialist (these three are school year only employees but each teach summer classes)

**Director of The Academy** - oversees all for-additional-fee academic programs; a year-round role, but is a 30-50% role which is in addition to teaching responsibilities.

**Director of Parish Drives** and **Director of Parish Abroad** are stipend positions which are additional to primary roles and are year-round roles.

# DIRECTOR OF PARISH PLUS

Reporting to the Chief Financial Officer, the Director of Parish Plus is responsible for strategic planning, implementation and evaluation of all current and future programs including summer camps, during and after-school programs, retail sales, and driving school.

## KEY RESPONSIBILITIES

### **Program Development and Management:**

- Oversee the planning, implementation, and evaluation of all Parish Plus programs.
- Ensure programs meet the needs of students, families, and staff, while aligning with the school's mission.
- Develop new programs and initiatives to expand and enhance the Parish Plus offerings.
- Participate on the Parish Senior Administrative Team.

### **Staff Supervision and Development:**

- Oversee program directors as outlined on previous list, including recruitment, training, supervision and evaluation and feedback.
- Oversee recruitment, hiring, training, and supervision for all Parish Plus program staff.
- Provide ongoing professional development and support for program staff.
- Ensure regular performance evaluations are carried out and feedback is provided to staff.

### **Financial Management:**

- Manage budgets for all Parish Plus programs in conjunction with CFO.
- Identify and pursue funding opportunities, including grants and partnerships.
- Oversee revenue generation for all programs
- Develop pricing strategies for programs and products to ensure competitiveness and financial health.

### **Marketing and Communications:**

In conjunction with the Plus Director of Marketing and Communication:

- Develop and implement marketing strategies to promote Parish Plus programs.
- Maintain program microsite on WordPress platform.
- Utilize SEO, data analytics, and AI tools to optimize marketing efforts and enhance program visibility.
- Communicate program goals, activities, and successes to the school community and external stakeholders.
- Conduct surveys and evaluate customer feedback for all programs.

### **Evaluation and Reporting:**

- Develop and implement evaluation processes to assess program effectiveness and impact.
- Use data and feedback to continuously improve program quality.
- Prepare regular reports on program activities, outcomes, and financial performance for the Chief Financial Officer and other stakeholders.

### **Partnerships and Community Engagement:**

- Build and maintain relationships with community partners, vendors, and other stakeholders.
- Collaborate with school administration, faculty, and staff to integrate Parish Plus programs into the broader school community.
- Represent Parish Plus at school events, community meetings, and professional conferences.

## DESIRED QUALIFICATIONS

Successful candidates will have the experience and expertise to manage Parish Plus Programs to the highest degree of educational excellence. They will be motivated by an entrepreneurial spirit and committed to continuous program innovation. Candidates should be prepared to demonstrate the following experience and personal qualities:

- Bachelor's degree in Education, Business Administration, or a related field.
- At least 2 years of experience as a director or assistant director of auxiliary programs with revenues over \$1 million.
- Experience supervising at least three direct reports.
- Excellent organizational and project management skills.
- Very strong Microsoft Office and Google Docs/Forms, database systems, and other technology tool skills.
- Proven ability to build a team amongst a diverse group of professionals behind common goals.
- Effective interpersonal skills.
- Ability to make presentations to the Board and internal leadership.
- Ability to work collaboratively with diverse groups of people.
- Commitment to the mission and values of Parish Episcopal School.
- A love of children.
- Strong financial acumen with demonstrated ability to develop and manage a budget.
- Expertise in marketing summer or similar programs using a variety of technology resources including social media.
- Ability to understand youth development programming, applicable regulations/laws, trends, best practices and new developments in the field.
- Knowledge and skill to negotiate and manage contracts.
- Excellent oral and written communication skills.



## EQUAL OPPORTUNITY POLICY

*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

## TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit candidates for this position. Candidates should apply online at:

### **Director of Parish Plus**

Your online application will require the following:

- Cover letter addressed to: Parish Episcopal School
- Resume or CV

Thank you for your interest in this opportunity. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: [info@sparcnational.com](mailto:info@sparcnational.com).



# SPARC

SUMMER PROGRAMS  
AND AUXILIARY REVENUE  
COLLABORATIVE