



Opportunity Statement

Director of Auxiliary Programs Search

**Beginning January-July 2025
depending on candidate's
availability**

Washington, DC

School Overview

At traditional schools, students with language-based learning differences, such as dyslexia, and ADHD may feel alone, misunderstood, and even embarrassed. At The Lab School of Washington, these students enter an environment designed for them to thrive.

At Lab, 390 students from D.C., Maryland, and Virginia become active players in their education. At the Lower School campus, you'll find multiple teachers in any given classroom. While one is working one-to-one with a student in a quiet corner, another small group develops strategic thinking skills through a board game. In an upper school physics class, a teacher leads a Socratic discussion on Newton's Laws of Motion while seated with students at a picnic table in the eco-engineered wetlands.

Lab's teachers have the freedom to create, experiment, and challenge themselves while engaging their students. One moment they are giving a one-to-one reading lesson and the next, teaching the rites of mummification to young "gods and goddesses" in an Academic Club.

Lab students, at all levels, participate in hands-on learning in and outside the classroom, including athletics, community service, the visual arts, theatrical performances, and global experiences. Role-playing and immersion into historic time periods in lower and Middle School bring lessons to life. A year-long internship for juniors provides an unparalleled real-world experience most of their peers may not experience until college. A senior thesis prepares students for the rigors of research and writing at the college level.

Lab's innovative, arts-based, approach to education does more than impart knowledge: the focus on problem-solving allows students to blossom in other areas of their lives. Their project-based educational model focuses on developing strong habits of mind, executive functioning skills, and self-advocacy in order to develop confident, capable learners. Their commitment to belonging and social emotional learning ensure students are prepared to navigate a complex world.

Mission Statement

The Lab School of Washington is an innovative learning community fostering scholarship and creativity in students with language-based learning differences. In an environment of inquiry and hands-on exploration, Lab School students learn to advocate for themselves as they become engaged and compassionate members of a global society.

The Position

First and foremost, the successful candidate will need to embrace Lab's core values.

The Lab School of Washington is currently hiring for a Director of Auxiliary Programs, a leadership position that provides oversight of a robust range of programs including Lab's Summer Program, Lab Online and after-school programming. The Director of Auxiliary Programs will report to the Chief Financial Officer and work collaboratively with other departmental leaders. It will be the responsibility of the new Director to build upon the high quality of existing programs while seeking new opportunities for growth and expansion. This is a 12-month, full-time, benefited position.

Key responsibilities

- It will be the responsibility of the new Director to build upon the high quality of existing programs while seeking new opportunities for growth and expansion.
- Oversee the development and implementation of programming that aligns with The Lab School of Washington's mission statement and vision.
- Assist in the hiring process, development, and training of staff employed in the program.
- Lead Lab Online's growth and expansion, including enrollment growth, program expansion, marketing, and business planning.
- Lead and manage Lab's summer programming, including Lower and Middle School summer sessions, afternoon sessions, and clinical programming for Speech & Language, Occupational Therapy, and Psychological Services.
- Lead and manage after-school auxiliary programs including after-school child care and after-school enrichment programs.
- Manage communications with auxiliary program participants and vendors, ensuring timely and accurate responses.
- Facilitate outside lunch provider's participation in lunch delivery and distribution to students.
- Coordinate facility rental usage and marketing with the Director of Operations and CFO.
- Coordinate related communications and marketing materials with the Director of Marketing & Communications.
- Support and assist with the development and compliance relating to Auxiliary programs, policies, and procedures.

POSITION DESCRIPTION

- Assist with financial aspects of the program, such as billing, payroll, contracts, budgeting and purchasing.
- Support and assist compliance with applicable state, federal, and other licensing/accreditation agency policies.
- Assist with registration, attendance, and logistics of programming using management software/CRM platforms.

The Profile of the Director of Auxiliary Programs

The ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

- A Strategic Mindset
- An Effective Communicator
- A Leader
- A Team Player
- A Multi Tasker
- An Entrepreneur
- Drive & Ambition
- A Proactive Thinker
- Solutions Oriented
- Marketing & Communications
- Detail Oriented

To Apply

Application Deadline: Applications will be considered as they are received.

Please note that strong candidates may be considered before the application deadline. The candidates' current employer will be contacted at the finalist stage.

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands
President, IndySchool Consultancy
tim@indyschoolconsultancy.com

For more information, contact Tim Viands at tim@indyschoolconsultancy.com

Strong candidates will be given a battery of competency assessments.

Compensation & Benefits

The Lab School of Washington offers a competitive salary (salary range \$75,000-\$110,000) and a comprehensive benefits package including health, dental, and vision insurance, an attractive 403(b) retirement plan, professional development opportunities, and much more.

The Lab School of Washington is an inclusive and welcoming school that celebrates diversity, including race, color, religion, national and ethnic origin, gender identity, gender expression, sexual orientation, disability, age or any other status protected by applicable law. We welcome candidates representing the diversity of today's global world.

For inquiries,
contact us.

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(440) 361-9880

