



## **Director of School-Based Programming Position Description**

**JOB TITLE:** Calmer Choice Director of School-Based Programming

**JOB SUMMARY:** The Calmer Choice Director of School-Based Programming is responsible for the day to day operations of Calmer Choice programming in schools. The Director of School Based Programming is a member of the Calmer Choice Leadership Team working in close collaboration with the Executive Director, the Program Director and the Director of Community Based Programming (Program Team).

**JOB RESPONSIBILITIES:** The Calmer Choice Director of School-Based Programming, working with the Executive Director and Program Director, oversees the implementation of Calmer Choice programming in the schools.

Manages the use and application of informational, educational, training and associated materials, resources and teaching aids used within Calmer Choice programming.

Provides direction for Calmer Choice school-based program development; continuously seeks innovative and creative improvements for teaching mindfulness in the schools.

In collaboration with the Program Director manages scheduling and coordination of school-based programs.

Represents Calmer Choice in fostering goodwill and positive relationships within schools.

In collaboration with the Program Team develops and manages instructor trainings, orientation programs, in-service trainings, and continuing education opportunities for Calmer Choice personnel.

In collaboration with the Program Director participates in hiring, on-going supervision, and annual performance evaluations for instructional staff teaching in schools.

Attends Board of Trustee meetings as requested, reports on Calmer Choice school-based activities, participates actively in leadership team discussions and contributes ideas and suggestions during leadership decision-making processes.

Teaches at least one school based program annually.

Perform other duties as required.

## **PROFESSIONAL REQUIREMENTS:**

- Advanced degree preferred (any combination of appropriate experience may be substituted).
- Well-developed personal mindful awareness practice
- Pass the CORI check
- Well-developed computer and technological skills
- Meet current Continuing Education credit requirements for their profession
- Attendance and/or participation in related retreats or groups, classes, or available trainings for support, inspiration, growth, and positive reinforcement.

## **JOB QUALIFICATIONS:**

- \*Advanced training in Mindfulness;
- \*Supervisory and leadership experience;
- \*Excellent spoken and written communication skills;
- \*Well-developed Public Speaking Skills;
- \*Flexible schedule;
- \*Reliable and punctual;
- \*Team player;
- \*Well organized with time and record keeping.