



Assistant Director of After-School and Summer Programs

Do you enjoy working with youth and being part of a diverse, supportive, and talented community? Are you passionate about youth program development and are a natural leader? If so, please consider joining our team at Tessellations. We are currently accepting applications for an Assistant Director of After-School and Summer Programs starting July 1, 2026. Competitive salary and full benefits available.

Tessellations is a modern, innovative Pre-K-8 non-profit school for gifted learners based in Cupertino, CA. Our mission is to provide challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are and pursue a meaningful life.

At Tessellations, community is a core value. A strong community was instrumental in launching our school during the pandemic and has facilitated our strong growth and success since then. Our team consists of passionate, qualified, and dedicated staff from diverse backgrounds and includes a nationally renowned gifted expert. We believe that it is time to open a new chapter in 21st-century gifted education by forging a model that fosters a cultural ecosystem within the school that promotes innovative thinking and intellectual risk-taking. Moving on from an antiquated model born during the industrial revolution, we favor transferable skills over compliance and rote memorization, and collaboration over competition. We believe that assessments should function as guidance for the depth and complexity of learning rather than for judgment or sorting.

About Our After-School and Summer Camp Programs

Our after-school program, Base Camp, provides program options for our wonderful K - 8th grade students following the school day. We currently operate two programs; Odyssey and Clubs until 6:00 pm Monday - Thursday and 5:00 pm on Fridays. Students participating in Odyssey are able to reset from a full day of instruction by engaging in self-directed indoor/outdoor play with peers, relaxing in the Quiet Room, completing homework, and or engaging in a teacher-led activity. Our enrichment Clubs are offered seasonally with offerings in the subject categories of social studies, sports and movement, tabletop gaming, arts and crafts, and STEM. Clubs typically meet once a week for 60 minutes to 120 minutes and are led by Base Camp Teachers, Tessellations Faculty, and local enrichment program vendors.

Open to rising Kindergarten to 10th-grade students from Tessellations and students across the SF Bay Area, our Summer Program is geared toward providing students an opportunity to explore many areas of interest, engage in hands-on experiential learning, build friendships, develop critical thinking skills, strengthen a love for learning, and, most importantly to have fun. Summer camp offerings include day trips, summer camp workshops, day camp, and a Counselor-in-Training Program. In keeping an 8 camper-to-1 teacher/counselor ratio, our program is designed with the needs of the camper in mind.

By working at Tessellations, you will work with students who love to learn, engaged parents/guardians who are grateful for your work, and supportive colleagues who will help bring out your personal best.

Reports to: Director of After-School and Summer Programs

Position Type: Full-Time, Year-Round, Exempt

The Assistant Director of After-School and Summer Programs will assist in the administration and supervision of the after-school and summer programs in accordance with school policies, program guidelines, and alignment with the school's mission to serve gifted and asynchronous learners. This individual will also be asked to perform the duties of the Director of After-School and Summer Programs in the Director's absence. The ideal candidate ensures high-quality programming, has the flexibility to meet changing work needs and demands, an openness to feedback, and a desire to grow professionally.

Key Responsibilities

Program Operations & Logistics

- Carry out daily administrative operations, including student registration, scheduling, staffing coordination, and communication.
- Assist in program marketing.
- Create and distribute a quarterly program newsletter to families.
- Maintain and manage enrollment systems, attendance tracking, and billing processes.
- Monitor supply requests for the Base Camp Odyssey program, track expenses, and conduct an annual inventory of program materials.
- Order and track snacks, manage inventory, and create weekly snack schedules for parents/guardians.
- Collaborate with facilities, custodial teams, and classroom teachers to ensure proper space usage and readiness for programs.
- Document and enter medical and behavioral incidents into the school's database.
- Coordinate Summer Camp field trips, securing destinations, and providing trip itineraries.
- Drive the school van on field trips as required.
- Ensure all programs meet compliance, safety requirements, and emergency preparedness.

Program Support & Implementation

- Collaborate in the planning and execution of engaging, age-appropriate, and mission-aligned programming.
- Serve as on-site leadership presence during program hours, supporting staff and addressing real-time needs.
- Support the hiring, onboarding, and training of after-school and summer program staff and teachers.
- Provide operational support for enrichment program vendors and community partners.

Team and Program Development

- Assist with staff development. Participate in and facilitate team meetings.
- Develop curriculum and activity options for Base Camp Odyssey in collaboration with the team.
- Design, plan, and implement special programming for students during Fall and Spring Family Conference Days.
- Plan and participate in Summer Camp activities, including group games, crafts, nature, science, and more.
- Research ways to improve programming, focusing on SEL, cultural competency, and working with gifted students.

Student Supervision and Engagement

- Maintain accurate attendance and student records.
- Provide student supervision and circulate among programs, offering support to team members.
- Engage actively with students, assisting with homework, supervising playtime, and supporting creative projects.
- Lead activities at least once per week in Base Camp Odyssey.
- Communicate with parents/guardians regarding student behavior, keeping the Director informed of incidents.
- Enforce rules, regulations, and safety precautions during programs and on field trips.
- Foster a supportive learning environment where all students and campers feel seen and heard.
- During the school day, serve as the primary point person for recess and lunch duty by maintaining a consistent on-site presence, ensuring active and effective student supervision, and training staff on expectations, safety protocols, and best practices for student engagement during duty periods.
- Provide supervision during school evening events as needed.

Qualifications

- Bachelor's degree in child development, education, business administration, or a related field.
- Minimum of 2 years of experience in program coordination, school operations, or auxiliary programming.
- At least 5 years of driving experience with a clean driving record.

- 2+ years working with school-age children in an organized setting.
- Experience with curriculum planning, instructional techniques, and social-emotional learning (SEL) strategies.
- Knowledge of the needs and characteristics of elementary and middle school students.
- Experience with gifted learners is a plus.

Skills and Abilities

- Strong organizational, communication, and problem-solving skills.
- Proficient in database management, GSuite, and using technology for program management.
- Ability to adapt to changing work demands and respond to feedback constructively.
- Experience in interpreting, applying, and explaining rules, regulations, and policies.
- Ability to work independently and meet deadlines.
- Proven ability to build effective relationships with staff, parents, and community members.

Personal Attributes

- Collaborative, responsive team member with a growth mindset.
- High attention to detail and commitment to operational excellence.
- Passion for student-centered, creative learning environments.

Compensation

Salary range: \$80,000 - \$90,000

Benefits include medical, dental, vision, life, short-term disability, 401(k), flexible spending account, paid time off, holidays, and school breaks.

To Apply

Please submit a cover letter and resume to careers@tessellations.school. For more information about our school, visit <http://www.tessellations.school>.

Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision making.