



PAUL PUBLIC
CHARTER
SCHOOL

Manager of EnrichED

Location: Washington, DC

Who we are

The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders. Paul PCS serves over 700 scholars in grades 6–12 through a comprehensive program rooted in Academics, Arts, and Athletics.

Position Overview

The Manager of EnrichED serves as the strategic and operational leader of all extended day programming at Paul Public Charter School, functioning as the primary leader of the school experience beyond the traditional school day. This role ensures that all after-school programming, including athletics, enrichment, and academic support, operates with strong systems, high expectations, and full alignment with the MERIT Paul Way. This leader is also responsible for developing and expanding a diverse set of club offerings that reflect scholars' interests and promote well-rounded development. A key priority of this role is to build strong scholar participation in after-school programming by creating engaging, high-quality opportunities, implementing effective recruitment strategies, and fostering a culture where extended day participation is valued as an essential part of the Paul experience.

This leader is responsible for ensuring that scholar-athletes are both academically successful and meaningfully engaged in athletics by designing and implementing structured academic supports, progress monitoring systems, and accountability measures. In addition, this role ensures full compliance with all DC athletic regulations and requirements for both middle and high school programs, including eligibility, participation standards, and reporting expectations.

The Manager of EnrichED directly supervises Athletic Coordinators at each campus, who serve as school-based liaisons and assistant athletic directors. Through this leadership structure, the Manager ensures cohesive implementation of programming, strong communication across campuses, and consistent, high-quality experiences for all scholars.

This role requires a dynamic leader who can build systems, manage multiple priorities, and create an engaging, structured, and supportive extended day environment for scholars, staff, and families.

This is a 12-month position with a later tour of duty to support after-school and evening programming, who reports to the Assistant Director of Scholar Experiences.

Key Responsibilities

Evening Leadership and Program Oversight

- Serve as the lead administrator for all extended day programming, ensuring a safe, structured, and high-quality environment for scholars beyond the traditional school day
- Establish and uphold clear expectations for scholar behavior, attendance, and engagement aligned with the MERIT Paul Way
- Build and monitor systems that ensure strong daily operations, supervision, and accountability across all EnrichED programming
- Create a cohesive and engaging extended day experience that reflects the priorities and culture of Paul PCS

Athletics Leadership and Compliance

- Serve as the leader of athletic programming for Paul PCS, providing strategic leadership and oversight for all middle and high school athletic programs
- Ensure full compliance with DC athletic regulations, including eligibility, participation requirements, and reporting expectations
- Supervise and develop Athletic Coordinators, who serve as school-based liaisons and assistant athletic directors
- Oversee athletic programming, including scheduling, staffing, game logistics, and program quality
- Build a culture of excellence, discipline, and pride within athletics

Academic Programming and Scholar Support

- Collaborate with school leadership to design and coordinate academic support initiatives (e.g., office hours, HIT, etc.), ensuring a consistent cadence and seamless integration within extended day programming
- Collaborate with school leaders, teachers, and counselors to align academic supports for scholars
- Design and implement structured academic support systems for student-athletes, including study halls, tutoring, and intervention blocks
- Monitor academic progress, attendance, and performance of student-athletes and ensure timely interventions
- Establish accountability systems that ensure student-athletes meet academic expectations and remain on track

EnrichED Programming, Clubs, and Scholar Participation

- Develop and oversee a comprehensive extended day program that includes enrichment, athletics, academic support, and a wide range of club offerings

- Expand and diversify club offerings to reflect scholars' interests and promote engagement, leadership, and skill development
- Build systems to drive strong scholar participation in after-school programming, including recruitment, enrollment, and consistent attendance tracking
- Create a culture where participation in EnrichED is expected, celebrated, and aligned with scholar success
- Use data to monitor participation trends and continuously improve programming

Partnerships and Family Engagement

- Develop and manage partnerships with external organizations to provide enriching and engaging programming opportunities for scholars
- Collaborate with partners to expand access to specialized programming, experiences, and resources
- Incorporate a strong family engagement component to ensure families are informed, connected, and supportive of scholar participation
- Communicate regularly with families regarding programming opportunities, expectations, and scholar progress

Staff Management and Development

- Recruit, hire, supervise, and evaluate EnrichED staff, including Athletic Coordinators and program facilitators
- Provide ongoing coaching, professional development, and performance management to ensure high-quality programming
- Build staff capacity to implement structured, engaging, and outcomes-driven programming
- Establish clear roles, responsibilities, and accountability systems for all team members

Operations and Systems Management

- Manage the EnrichED and athletics budget aligned to program priorities
- Build and manage schedules for programming, staffing, and facility use
- Ensure strong operational systems for dismissal, safety, communication, and incident response
- Develop systems for progress monitoring, data collection, and continuous improvement across all EnrichED programming

Culture, Engagement, and Scholar Experience

- Ensure EnrichED programming contributes to a strong sense of belonging, engagement, and pride among scholars
- Create opportunities for recognition, celebration, and showcasing scholar participation and achievement
- Align extended day programming with SEL, culture, and overall school experience priorities

- Promote student voice and leadership within EnrichED programming

Qualifications

- Bachelor's degree; Master's degree preferred
- Minimum of 5 years of experience in education, athletics, or youth development
- Experience leading teams and managing complex programs
- Strong background in athletics, coaching, or athletic program management preferred
- Demonstrated ability to build systems and drive outcomes
- Strong project management and organizational skills
- Ability to analyze data and use it to inform decisions
- Strong communication and relationship-building skills
- Ability to work evenings and occasional weekends

Preferred Qualifications

- Experience as an Athletic Director, Dean of Culture, Assistant Principal, or similar leadership role
- Experience supporting student-athletes academically
- Experience with extended day or enrichment programming

We offer:

Competitive salaries, excellent benefits, an innovative work environment, and an opportunity to rethink school as we know it and change the lives of our students. This is a 12-month position with a later tour of duty to support after-school and evening programming.