

JOIN THE CAP TEAM



Director of Homeschool & Military Programs

Position: Full Time, Salaried

Location: Jacksonville, FL

Department: Programs

Why You Will Love This Role

As the Director of Homeschool & Military Programs at CAP, you will oversee the development and delivery of specialized arts education programs designed for students who are homeschooled or come from military family backgrounds. This position requires a strategic leader who can foster and maintain key community partnerships and ensure CAP's arts education initiatives meet enrollment goals and achieve impactful outcomes. This position offers a chance to drive impactful change and ensure the highest quality of arts programming, reflecting CAP's commitment to creativity, excellence and equity.

In 2017, CAP embarked on a visionary journey, as its board, staff and key stakeholders around the country convened to forge a bold new path forward introducing a groundbreaking fellowship model that broadens CAP's reach and strengthens the arts sector. This role is pivotal in leading that initiative, providing strategic oversight and data-driven enhancements to CAP's programs. You will specifically oversee all homeschool and military programs, working in collaboration with the Director of Charter Programs and the Program Team.

The position has an anticipated start date of no later than July 31, 2024.

Your Impact

- **Lead with Innovation and Insight:** Develop and maintain strong relationships with homeschool and military communities to understand their unique needs. Implement tailored programs that effectively engage these groups, utilizing feedback and data to refine and expand services. Embrace CAP's core value to **sing out loud** by empowering diverse voices and adapting our offerings to meet the specific cultural and educational needs of these communities.

- **Foster Collaboration and Excellence:** Oversee a team of part-time teaching staff and coordinate with military and homeschool leaders to ensure the delivery of high-quality, impactful arts education. Your efforts will ensure our programs are executed with precision and creativity and not only meet but exceed expectations, setting a new benchmark for excellence in arts education and exemplifying CAP's core value to **color outside the lines**, ensuring your work not only educates, but also inspires and transforms lives.
 - **Champion Inclusivity and Community Engagement:** Actively work to make arts education accessible to students from military families and homeschool environments, fostering a sense of inclusion and empowerment. By expanding CAP's presence in these communities and ensuring our programs are welcoming to all, you will drive CAP's core value to **inspire every child's creative spirit**.
 - **Cultivate Creativity and Joy:** Foster an environment where joy and creativity flourish. You will encourage teaching artists and colleagues alike to keep their creative energies alive and vibrant. By prioritizing joy, curiosity and continuous growth, you will contribute to a nurturing educational atmosphere where innovative ideas are welcomed and personal development is celebrated, truly embodying CAP's core value to **maintain your creative spark**.
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What You Will Bring

Expertise in Data Tracking & Reporting

- **Development and Management:** Develop and manage targeted evaluation tools to measure the effectiveness and reach of programs specific to homeschool and military communities.
- **Database and Platform Management:** Manage specialized student databases and communication platforms for homeschool and military programs, ensuring smooth operation and accessibility. Provide essential training to staff, teaching artists and students' families to ensure effective use of these tools.
- **Data Security and Organization:** Maintain secure and well-organized records of student data and program impacts, ensuring integrity and confidentiality.
- **Grant Compliance and Reporting:** Oversee data collection for grants specifically targeted at homeschool and military initiatives, ensuring compliance and effective reporting. Deliver timely and accurate reports to support program, development and advocacy teams.
- **Analytical Decision-Making:** Utilize analytical insights to tailor programs for military and homeschool audiences, enhancing educational impact and community engagement. Offer guidance and foster consensus building around evaluation-related decisions.

- **Learning Management System Utilization:** Adapt learning management systems to the specific needs of homeschool and military programs, optimizing educational content delivery and tracking. Effectively use learning management systems for inputting student enrollment, building classes, and extracting relevant reports to monitor and enhance educational delivery.
- **Stakeholder Collaboration:** Collaborate with community leaders and educational partners in the homeschool and military sectors to align CAP's educational offerings with community needs.
- **Program Reporting:** Generate detailed reports on the effectiveness of homeschool and military programs, providing actionable insights to CAP's leadership and external stakeholders.

Program Evaluation and Oversight

- **Comprehensive Evaluation and Quality Monitoring:** Lead the execution of student and program assessments to gauge effectiveness and ensure the highest standards of arts education. Implement rigorous assessment protocols to monitor the quality and outcomes of homeschool and military programs.
- **Survey Coordination and Analysis:** Conduct and analyze feedback from participants and partners in homeschool and military programs to continually refine and improve offerings.
- **Data Management and Compliance:** Ensure compliance with all regulatory and privacy standards in managing data related to homeschool and military programs.
- **Resource and Staff Management:** Manage resources and oversee the professional development of staff involved in homeschool and military programs, ensuring high-quality delivery and adherence to CAP's standards.
- **HR and Policy Updates:** Stay updated with HR policies affecting staff involved in homeschool and military programs, ensuring all practices are up to date and compliant.
- **Showcase and Event Coordination:** Assist in the planning, development and execution of the Visual and Performing Arts Showcases, actively participating in staffing program events and managing the logistics of these activities to ensure smooth operation and high-quality experiences for participants.

Support for Direct Service Programs

- **Programmatic Support:** Provide comprehensive support for direct service programs tailored to homeschool and military communities, ensuring their success and sustainability.
- **Material Management:** Efficiently manage educational materials and resources specific to homeschool and military programs, ensuring they are effectively utilized and replenished.

Additional Responsibilities

- **Active Participation:** Engage in all necessary meetings and committees, providing updates and insights into student and program data that inform strategic decisions.
 - **Event Assistance:** Support major annual events, embodying and promoting CAP's culture and values through active participation and leadership.
 - **Core Values Advocacy:** Champion CAP's mission and core values in all professional endeavors, inspiring a culture of creativity, inclusivity and excellence across all programs.
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Perks & Benefits

- **Competitive Compensation:** Start with a robust salary ranging from \$60,000-\$65,000 adjustable based on your experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 6% and performance bonuses up to 3%.
 - **Healthcare Coverage:** To ensure you and your health are well taken care of, CAP will cover 75% of the premiums in your selected plan for individual medical, dental and vision insurance options.
 - **Retirement Planning:** Invest in your future with CAP's 403(b) retirement savings plan, including a CAP match of 3%. It's never too early or too late to start planning for retirement.
 - **Generous Time Off:** Recharge and rejuvenate with 21 days of paid time off, plus 21-24 paid holidays throughout the year. CAP's flexible, family-friendly schedule allows you to balance your professional and personal life effectively.
 - **Commuter Benefits:** Enjoy paid parking in a central downtown location, making your commute easier. Additionally, receive reimbursement for work-related mileage incurred, supporting your travel needs related to program supervision, support and community engagement.
 - **Professional and Personal Growth:** After one year with CAP, you'll gain access to additional tenured benefits, including opportunities for professional development to further enhance your skills and career. Personal wellness credits are also offered to support your overall well-being.
 - **Family First:** Following a year of employment, take advantage of CAP's paid parental leave, allowing you to focus on your family's significant life moments.
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Are You Ready?

Core Qualifications

- At least two years of experience working in education leadership or related field.

- Master's degree in educational leadership, nonprofit management or related field.
- Ability to manage processes, deadlines and budgets while adhering to the policies and procedures of the organization.
- Ability to be proactive and flexible, problem-solve and show initiative with all projects related to this position.
- Proficient with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint) to produce high-quality reports, presentations and other documents.
- Must pass official Level 2 background screening as outlined by Florida state law.
- Commitment to CAP's vision, goals and core values.
- Demonstrated ability to maintain confidentiality and handle sensitive information.
- Excellent verbal, listening and written communication skills.
- High attention to detail.
- Proven ability to work effectively both independently and in a team-based environment.
- Strong organizational and time management skills.

If you are driven by the challenge of shaping innovative and impactful arts education programs specifically for homeschool and military families, and if you thrive in roles that demand strategic leadership and deep community engagement, then we invite you to apply. This position is more than just a job—it represents a unique opportunity to make a significant difference in the lives of students who benefit from tailored educational experiences. Join us in advancing arts integration and educational excellence, creating environments where every student has the opportunity to succeed and thrive!

Submit in confidence to luisa@capkids.org a résumé and personal statement of 1,500 words or less explaining a) your personal or educational philosophy statement, b) where you currently are in your career and long-term goals, and c) what unique skills or perspective you will bring to CAP, its students and the Northeast Florida community.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.