

## AFTER SCHOOL DIRECTOR

REPORTS TO: Elementary Principal

FLSA Designation: Non-Exempt

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### UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### ESSENTIAL FUNCTIONS:

Establishes and supervises after school learning centers following 21st CCLC grant guidelines to offer supplemental academic supported instruction for struggling students. All programs offer academic enrichment activities and service, STEAM, project-based learning, physical activities, and family engagement activities. Establishes and supervises 21<sup>st</sup> CCLC summer programs, depending on grant and district funding. Summer programs are three to four weeks in length for full days and offer transitional project-based learning opportunities, which support language arts and STEAM activities for elementary and middle school students. Programs for transitioning students to middle and high school may be developed and implemented in the fall each year based on 21st CCLC technical assistance funding and district funding available.

Establishes and maintains all 21st CCLC after school program working committees necessary for program development, delivery, evaluation, and advocacy. Establishes and maintains strong and effective working relationships with school-based/community-based after school providers. Works with each site coordinator and their school's ASP Advisory Board.

Establishes and maintains effective working relationships with community partners to maintain shared collaborative goals in the after-school programs. Maintains clear communication and expectations through the 21st CCLC grant guidelines.

Develops individual school site plans with the principal and after school program coordinator to include all grant requirements in collaboration with school day staff, community partners, site advisory boards, and businesses. Following district policy and protocol, establishes partnership agreements and contracts with all community agencies and businesses providing services in the 21st CCLC after school programs. Monitors all program partnership activities and agreements.

Develops and maintains the 21st CCLC Coordinator Handbook to adhere to all program and district protocols as they relate to a quality program. Responsible for orienting all after school site coordinators to the handbook and updating the information yearly.

Develops and implements materials and presentations to publicize employment opportunities, creates awareness of 21st CCLC program components/highlights, special events, community resources, spring and winter break activity guides, and other areas related to the 21st CCLC after school programs. Hires and evaluates all after school and summer program coordinators with input from the school principal. Hires and evaluates the lead elementary and secondary coordinators and administrative support staff. Provides professional development and support for all after school coordinators, lead coordinators, and administrative support staff.

Works with the district's Communications Department to link all after school program updates and news to the community. This includes all social media platform coordination and press releases.

Works with the district's Transportation Department to coordinate transportation for the after school and

summer learning programs.

Works with the district's Nutrition Services Department to coordinate food programs for the after school and summer learning programs.

Works with principals of fee-based program sites to develop and maintain programs based on the needs of the school site.

Works with the principals of middle schools to develop and maintain after school academic support programs at sites not receiving grant funding for this purpose.

Maintains knowledge and understanding of current laws, rules, and regulations regarding 21st CCLC grant funded programs. Tracks all information needed for federal and state reports including financial information, program enrollment and participation information, program details, and evaluation. Prepares and submits all 21st CCLC related grant reports and budget revisions in a timely manner. Monitors all 21st CCLC school site related reports and budget expenditures accordingly.

Analyzes and manages all purchasing requests from each 21st CCLC site to ensure grant compliance with federal, state, and district guidelines. Responsible for grant compliance and program audits. Leads the development of all 21st CCLC grants in collaboration with the grants department. Seeks further pilot program funding through 21st CCLC technical assistance opportunities to support summer programs and transition programs for middle and high school sites.

Communicates with the district's third-party external evaluator on a regular basis to facilitate the yearly evaluation timeline including the state and federal reporting requirements. Schedules individual school site observations twice a year including meeting with each site coordinator and principal on follow-up reports, which include recommendations for the quality program improvement process.

Provide participants with the appropriate leadership during the program.

Develop and plan activities that incorporate program goals into the daily routine.

Assist with training and supervision of program staff.

Assists in supervision of students and in maintaining student discipline.

Maintain open communication between program staff, parents and school personnel.

Assists in maintaining a variety of reports and records.

Assists in maintaining a neat, orderly, and attractive learning environment.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

1. Must possess a bachelor's degree.
2. A minimum of two (2) years of supervisory experience.
3. Knowledge of after school and summer program operations, theory, principles, and methods, to include knowledge of laws, rules, and regulations governing after school programs.
4. Knowledge of fiscal management practices and procedures.
5. Excellent interpersonal, public speaking, and written communication skills. Must be able to communicate effectively with a wide variety of individuals internal and external to the organization.
6. Demonstrated management and organizational skills, to include strong analytical, interpersonal, leadership, and team building skills.

7. Ability to facilitate effective professional development to administrators, school personnel, community partners, business partners, the public, and the Board of Education.
8. Work effectively under pressure and meet established deadlines.

The following are preferred:

1. A bachelor's degree in after school program administration, recreation administration, community school administration, education program administration, or a related field.
2. Hold an Montana Type-B Administrative Certificate.
3. A minimum of five (5) years administering and/or operating after school programs.
4. Experience in grant administration.
5. Knowledge of 21st CCLC after school programs at the state and federal levels.

#### **EQUIPMENT USED:**

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

#### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities.

The noise level in the work environment is usually moderate.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck, bend at waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

#### **MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**