

Heatly Rising: 21st CCLC Project Director Position Description

Qualifications and Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability expected. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Duties and Responsibilities:

The Project Director reports directly to the Interim Director of Innovation and will be responsible for, but not limited to the following:

- Supervise the registration process of all program participants.
- Oversee the coordination and organization of cultural events, special activities, local and out-of-town trips for program participants from the Afterschool program.
- Supervise/Evaluate part-time staff and coordinate weekly staff meetings, collect, review, and approve activity plans.
- Meet weekly with the Interim Director of Innovation to receive and provide updates of programming, administrative tasks and alignment of the school program
- Work cooperatively with the IXL Captain reviewing testing administration and results to be submitted to the District Supervising Administrator.
- Meet bi-weekly with program Community Based Partners and Organizations to establish transparent communication and ensure seamless program activity implementation.
- Meet monthly with fiscal staff to ensure contract compliance as outlined by program work plans and contracts.
- Generate all requisitions which are then submitted to the Purchasing Agent for approval and processing.
- Work collaboratively with an external evaluation team.
- Facilitate quarterly Advisory Board meetings.
- Detect and communicate difficulties, problems, or concerns that can affect the productivity and effectiveness of after school programming, by enforcing the district's Code of Conduct.
- Ability to read, analyze, and interpret documents and information. Ability to gather data and to put it into statistical format. Ability to respond to common inquiries or complaints from participants, parents, community, and agencies.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Responsible for all grant data collection and submission.
- Participate in civic and community building efforts and activities.
- Actively recruit community based partners.
- Other duties as identified by the Superintendent.

Education Experience:

- Masters' degree with Education Certification preferred, or Bachelors' degree with at least 3 years experience with youth-related work.
- Five years of managerial experience and demonstrated leadership skills preferred.
- Strong presentation skills and the ability to represent the organization in dialogues with other agencies and community meetings.
- Excellent skills in verbal and written communication.
- Demonstrated ability to collaborate with community organizations..

Work Schedule:

This is an 11 month full time position

7 hours a day (11:30-6:30 on school days, 8-3 on non-student school days)

Term:

This position is for the term of the grant (5 years) inclusive of successful annual evaluations and the potential for renewal with the district successfully securing Round 9 grant funding.

Salary: \$55,000-\$75,000 based on experience.

