



EMPLOYEE NAME: _____

Revised: 10/12; 6/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Program Director, 21 st Century Community Learning Center Grant	JOB CODE: A823
DIVISION: Leadership & Learning	SALARY SCHEDULE: N/A
DEPARTMENT: Leadership & Learning	WORK DAYS: As needed
REPORTS TO: Principal	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Supervises the development and implementation of the after-school program funded by the Georgia Department of Education 21 st Century Community Learning Center Grant.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; degree in Education preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate preferred
3.	Experience: 3 years experience in education, school administration, classroom teaching, or youth development; experience working within diverse urban community organizations and/or schools preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, leadership, analytical, organization, interpersonal skills, clerical skills, data collection

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Interviews, hires, and supervises program staff.
3.	Oversees organization and implementation of group events.
4.	Oversees program evaluation activities.
5.	Assists the principal with interviews/recommendations for program personnel for school sites.
6.	Maintains and updates program policy and procedure manual.
7.	Develops and manages relationships with schools, training centers, and community-based organizations.
8.	Builds strong working relationship with school council, school staff, and the partners in education.
9.	Oversees inquiry and orientation process to ensure excellent public relations and customer service.
10.	Creates and oversees implementation of the program’s goals and objectives, development and distribution of program marketing materials, and presentations to targeted organizations.
11.	Supervises participant screening, training, support, recognition, and activities.
12.	Supervises student orientation, registration, and scheduling.
13.	Attends regional and/or national conferences to increase knowledge of after school program and best practices.
14.	Performs other duties, in accordance with the 21st Century Community Learning Center guidelines, as assigned by appropriate administrator.

Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____