JOB DESCRIPTION

POSITION TITLE: Reach for the Stars ASP, Program Director

JOB CODE: A809

DIVISION: Academic

DEPARTMENT: Alternative Education

REPORTS TO: Principal

FLSA: Exempt

SALARY SCHEDULE: N/A

WORK DAYS: 238

PAY GRADE: ASP5

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Oversees the development and implementation of the youth after school program, Reach for the Stars.

REQUIREMENTS:

1. Educational Level: Bachelor’s Degree required

2. Certification/License Required: None

3. Experience: 3 years experience in youth development; experience working within diverse urban community organizations and/or schools, and grant writing experience 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. Has expert knowledge of program policies and procedures.

3. Interviews and hires program personnel for all school sites


5. Develops and manages relationships with schools, training centers, and community-based organizations.

6. Builds strong working relationship with school council, school staff, and the partners in education.

7. Oversees inquiry and orientation process to ensure excellent public relations and customer service.

8. Creates and oversees implementation of the program’s goals and objectives, development and distribution of program marketing materials, and presentations to targeted organizations.

9. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________ Date __________

Signature of Supervisor __________________________ Date __________