After School Program Director – Job Description

Reports To: Director of Special Education/Superintendent

Qualifications:

1. High School Diploma Required
2. College Degree Preferred
3. Ability to relate well to parents, teachers, students, peers, and other staff.

Duties:

Under limited supervision the Director will develop, organize, schedule, & supervise after school programs/activities for Pre-K through 8th grade students. The director will provide leadership and supervision for staff working in the program. The director will assume fiscal responsibilities for the program, and keep the highest priority on the safety & well-being of students.

Recruits and hires all ASP staff, documenting criminal background and reference checks
Provides staff orientation and training for all new staff
Develops weekly staff work schedules
Reviews and submits staff payroll timesheets, and travel reimbursement to the Board Office
Addresses and assists in resolving staff concerns and grievances
Conducts monthly group staff meetings for the improvement of the after school program
Instructs staff on implementing recreational activities with students
Serves as role model for staff displaying encouragement, fair play, skill development & discipline
Monitors staff supervision of students at designated locations
Develops and updates written staff policy guidelines
Addresses parent concerns regarding their child and ASP program components

Collaborates with behavior management teachers and counselors regarding Special Ed. students
Works directly with all Principals regarding facilities and related concerns
Works with the bus supervisor for scheduling the transportation of students
Liaison to the Board Office regarding finance and personnel matters
Monitors the security of equipment and program materials
Secures the school buildings used by the ASP students and staff
Enforces safety & operating procedures so staff and students can comply with health, safety and building codes

Prepares and monitors the annual ASP budget and reviews and approves all purchase requests
Issues purchase approvals to the ASP bookkeeper and purchases program supplies/equipment
Works with the ASP bookkeeper to retrieve data for board reports
Prepares monthly finance and enrollment reports and submits to the Central Office
Prepares monthly ASP progress reports and submits to Central Office
Directs outgoing correspondence regarding ASP concerns to the Director of Special Programs for review prior to mailing

Develops a written marketing strategy for increasing student enrollment
Responsible for developing enrichment activities and contracts with instructors
Develops and approves early release activities, and contracts with vendors providing services
Creates program flyers, brochures, & announcements to parents/school staff to market activities
Updates the ASP website to keep parents and students informed of activities/program changes
Researches, develops, and administrates grant proposals to fund ASP programs