****

**Position Title**

21st Century Community Learning Centers (CCLC) Program Director

Position Description

This individual will be employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the program organization, the school district, or the partner community-based organization) to oversee the 21st CCLC programs at the following sites: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The primary purpose of this position is to ensure the implementation of the out of school time program for students is in compliance with the provisions of the 21st CCLC program grant. Each Program Director will be responsible for district communication and leadership, hiring and providing training of staff and volunteers, data collection and reports as required by ODE, required professional development and technical assistance activities, and building program sustainability through district and community partnerships throughout the grant cycle.

Duties and ****Responsibilities****

* Establishes and maintains positive and respectful working relationships with students, staff, administration, parents/guardians, and community members.
* Works with the district/program organization to ensure all required 21st CCLC grant requirements are followed (data collection/sharing, program hours, transportation, meals, staffing, and grant specifics).
* Works with the district/program organization to align school day and out of school time program (students’ needs, academic support, enrichment opportunities, behavioral procedures, staffing, family engagement, sharing of space, data collection, staff meetings, etc.)
* Works with the district/program organization to ensure hiring procedures are followed.
* Provides effective on-boarding procedures for new staff and volunteers.
* Provides regularly scheduled staff meetings/training to support the work of all 21st CCLC staff and volunteers.
* Participates in required professional development and technical assistance provided by ODE and their partners.
* Collects data for, writes, and submits all reports required by ODE (year-end reports, yearly planning reports, program evaluation reports, budgets, addendums, etc.).
* Connects with community partners for both academic and enrichments opportunities and to build relationships with potential funders.
* Provides presentations about the 21st CCLC program to the school board and other community organizations/potential funders.
* Builds and guides a sustainability team to address reduced funding in years four and five of the grant cycle.
* Meets regularly with the principals, program partners, and other district personnel to ensure programming is meeting the needs of students and families.
* Works closely with and provides ongoing supervision to Site Coordinators.
* Provides guidance and is responsible for program volunteers and ensuring compliance with district processes.
* Demonstrates understanding of and support for district core values, district mission, district strategic plan, and school improvement plans.
* Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
* Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
* Responds to questions and other information requests from families, students, staff, school personnel, and community members.

Qualifications, Competencies, and Skills

* *Education and/or Experience*: Bachelor’s degree or equivalent in education, youth development, or related field of study preferred. Experience working with or coordinating state or federal grants and working with youth or students preferred. Experience working in 21st CCLC programs preferred. Understanding of Every Student Succeeds Act (ESSA) preferred. Experience in grant writing, management and reporting preferred.
* *Interpersonal Skills:* Strong initiative required. Strong verbal and written communication skills needed. Maintains confidentiality. Listens to others. Remains open to others’ ideas. Committed to building a positive team spirit.
* *Language Skills:* Ability to read and interpret program communication and write effective staff and family communication and program reports. Ability to effectively present information and respond to questions from various groups and individuals. Ability to communicate in Spanish or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ preferred.
* *Computer Skills:* Knowledge of word processing software, internet software, database software, educational programs, and/or a willingness to learn.
* *Certificates, Licenses, Registrations:* Valid driver’s license. Ability to provide reliable and safe transportation for job-related travel. Other certificates/licenses as determined by the district.

Preferred Qualifications, Competencies, and Skills

* Holds a master’s degree in education, youth development, or another related field.
* Has previous experience in program evaluation and data use for continuous program improvement.
* Has prior experience in an educational or recreational setting in a school- or community-based organization.
* Has knowledge of or connection to the local community.
* Has a recommendation from program partners.

**Salary**

This is a full-time salaried position. Salary is commensurate with experience, and a benefits package is included. Please inquire for details.

**Hours**

This position is full time with some flexibility in hours.

**Schedule**

Program Dates:

Mandatory staff meetings/trainings:

Mandatory professional development:

How to Apply

Please submit your letter of intent, résumé, three references, and any additional materials to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*\_\_\_\_\_\_\_\_\_\_\_\_\_ provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ uses only job-related criteria in making decisions concerning applicants and employees.*