

JOB DESCRIPTION

Afterschool Programs Director

ABOUT PJA: Portland Jewish Academy (PJA) is an inclusive school that strives to recognize, understand, and honor all of our families. We value the diversity in our community and we continuously work to provide an education for students in all of our programs that is equitable, accessible, and just. While PJA's base operation is an Early Childhood and K-8 school, we also offer on and off-site afterschool programs serving public schools in the Portland Metro area. The 2021-2022 school year program may involve one to three site locations.

JOB SUMMARY: The Director of Afterschool Programs is responsible to plan, support, supervise, evaluate and direct all aspects of before and afterschool programming. This position ensures program compliance with state licensing requirements and works in partnership with Portland Public Schools, families, staff and students in the development of programs. The Director is responsible for ensuring that programming reflects the mission and values of Portland Jewish Academy.

Essential Duties: These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.

1. Maintain the highest standards and best practices of PJA by ensuring that federal, state and district ordinances, licenses and compliance requirements are met across all programs. Provide effective leadership for the Afterschool Program Department. Develop departmental policies and procedures. Supervise program development; develop long- and short-term strategic plans for the department. Complete and negotiate site contracts and annual renewal agreements with Portland Public School District; support Site Director planning and coordination with host school personnel. Complete annual licensing paperwork for each program; ensure compliance. Frequent monitoring and assessment of programming to ensure it is developmentally appropriate, high-quality, educational and fun. Ensure alignment with PJA mission and values and with district, state and host school requirements.
2. Hire, train and supervise site based staff and teams; ensure adequate program staffing. Supervise and support staff to ensure quality program delivery and adherence to key program policies and practices. Develop and implement annual staff orientation and inservice training. Monitor, support and document employee annual professional development. Conduct monthly check ins and team meetings w/ Site Directors.
3. Evaluate and monitor program efficacy. Meet for program updates with a variety of stakeholders including PJA administration, host school personal and principals, Portland Public Schools and other afterschool-affiliated organizations. Conduct monthly site visitations. Conduct parent/guardian conferences as necessary. Develop annual and semi-annual program surveys; evaluate results. Work with Site Directors to modify programs based upon program feedback.
4. In conjunction with the Chief Financial Officer, create and manage program budget. Collect, review, edit and submit billing and payroll information. Create and monitor receipt report spreadsheets for each program; collect and process receipts for reimbursement; process expense requests. Manage petty cash funds. Manage enrollment and registration for all programs

5. Plan activities and field trips for vacation day programs; schedule with vendors; create participation forms each term; Distribute, Collect and process vacation day program enrollments; mail enrollment confirmations. Compile staff schedules to cover additional vacation day program hours.
6. Ensure a smooth flow of communication between programs, families and PJA administration. Review, update and maintain website content. Ensure that all records and documents are complete and properly maintained. Compile and submit required written reports. Attend and participate in required training, functions, committees and meetings, as required.

QUALIFICATIONS: Candidates may bring any combination of experience and training that demonstrates the ability to perform the duties of the position. This would typically include:

- Master's Degree in an education-related field or equivalent and one year of program management experience; or five to seven years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of afterschool program policies, practices and operations.
- Thorough knowledge of OCC regulations and three to five years supervisory experience is strongly preferred.

ADDITIONAL QUALIFICATIONS:

- Documentation of obtaining step10 in the Oregon Registry of Professional development preferred.
- Knowledge of business management practices.
- Knowledge of leadership skills and employee support and supervisory practices.
- Maintain a valid driver's license.
- Maintain 18 hours of approved professional development per license year. Must maintain enrolled status in the Oregon Central Background registry.
- Attain state required health and safety training and required district training within 30 days of hire.
- Knowledge of youth development and age appropriate programming, including best practices in academic enrichment, social, emotional and life skill development, youth-adult partnerships and mentoring and knowledge of developmentally-appropriate behavior management techniques.
- Knowledge of OCC licensing policies and procedures for managing a licensed child care facility.
- Ability to organize and execute work independently, sometimes under the pressure of time-sensitive deadlines.
- Ability to proactively problem solve and thrive in a fast-paced environment, often managing multiple priorities at one time.
- Knowledge of, or ability to learn, various computer applications (Microsoft Office, G Suite) and the use of standard office machines.
- Ability to maintain a high level of professionalism, creativity, energy, organization, self-motivation, empathy and patience.
- Ability to respectfully take direction from administrative partners.

- Ability to be a positive role model for youth and adults at all times.
- Ability to communicate effectively: writing correspondence as necessary and speaking before groups of customers or employees.
- Ability to remain calm and use good judgment during confrontational or high-pressure situations.
- Ability to support the PJA and its leadership and to project a positive and professional image of the PJA.
- Ability to work a flexible schedule and/or sub at programs as needed.
- Ability to create and maintain accurate records and to prepare reports as necessary.
- Ability to meet and deal courteously and effectively with other employees, students and parents, regulatory agencies, community groups and the public.

PHYSICAL REQUIREMENTS: Work is performed both in an office environment and in an environment that is quite noisy and busy and may include exposure to biological and outdoor weather conditions including bodily fluids and waste; germs; childhood diseases; wet, humid or hot conditions. Physical requirements may include lifting and/or moving up to 50 pounds, bending, stooping, reaching, standing, climbing, and walking.

BENEFITS: In addition to being a great place to work, PJA offers the following benefits package to our employees. As a Full Time Employee of PJA, you are eligible to participate in our Medical (fully or partially employer paid depending on the plan you select), optional Dental, LTD plans and a 401k plan. We also offer a generous time off plan including: Sick Leave, Vacation, Personal Time and Holiday pay (up to 23 holidays!). Free membership to the MJCC (www.oregonjcc.org) and tuition discount for children of our employees round out this generous benefits package.

TO APPLY: Apply at our website, www.pjaproud.org (select "About Us," then select "Employment"). Please complete the application and upload your resume and cover letter.

Application materials may also be obtained by contacting the HR Department at Portland Jewish Academy, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0126.