

Job Title:	Specialist, K12 Out of School Time
Grade Level/Terms of Employment:	Grade 123 (260 days) (12 months)
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Manager, Alternative Education

General Description:

The Specialist, K12 Out of School Time, supports the implementation of the vision for out of school time (OST) and extended day programming for all students in Richmond Public Schools. The Specialist leads and monitors program efficacy to ensure access, equity and fidelity of academic and enrichment experiences in an out of school time setting. The Specialist also seeks out additional funding sources to enhance programming and supports secondary OST providers in monitoring post-high school employment and/or higher education.

Essential Duties and Responsibilities:

- Works closely with OST coordinating body and school administrators to ensure programming is implemented at school sites; provides regularly scheduled support to school sites
- Supports collaboration with city and agency partners including governmental, non-profit and private agencies in order to provide increased social support to students and families
- Reviews metrics, including student achievement, attendance, and behavior as related to OST programming
- Supports secondary OST providers in monitoring post-high school employment and/or higher education
- Monitors student support programs and interventions for compliance with federal laws and state codes
- Monitors policy and grant requirements as necessary
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in counseling, social work, education or related area required
- Demonstrated leadership qualities and ability to work effectively with students, teachers, parents, business and community leaders and partners
- Excellent interpersonal and communication (verbal and written) skills
- Ability to work in a fast-paced, team environment
- Considerable experience with Microsoft Office suite
- Ability to work a flexible work schedule
- Possession of a valid Virginia driver's license is required; access to own vehicle
- Bilingual/fluency in Spanish preferred