

**Department of Personnel  
JOB DESCRIPTION**

**Title: Director of 21<sup>st</sup> Century Community Learning Centers' Program (FLSA: Exempt)**

**Performance Responsibilities**

**Design and Evaluation – Assumes responsibilities for the design and evaluation of designated program services.**

- Formulates and directs a plan to ensure that performance goals and objectives of the 21<sup>st</sup> Century Community Learning Centers' Program grant are successfully met.
- Formulates policies and practices regarding operation of 21<sup>st</sup> Century Community Learning Centers' Program.
- Plans, develops, and conducts staff development activities to train staff in the effective delivery of 21<sup>st</sup> Century Community Learning Centers' Program services.
- Conducts an annual evaluation of the program, makes recommendations for program improvement, and initiates actions required to bring about the desired change.

**Leadership – Assumes leadership in directing learning activities of students who are receiving program services.**

- Provides leadership in the planning, development, organization, implementation, coordination, and evaluation of the 21<sup>st</sup> Century Community Learning Centers' Program services and directs the operation of all Community Learning Centers.
- Coordinates and monitors the responsibilities of assigned staff members.
- Establishes and maintains an effective system of communication with all staff members in the 21<sup>st</sup> Century Community Learning Centers' Program, schools, and community.
- Seeks opportunities for staff members to work collaboratively for mutual benefit and support.
- Maintaining liaison with appropriate personnel in the United States Department of Education and the Louisiana State Department of Education.

**Management – Initiates practices designed to maintain an adequate learning environment.**

- Provides direct supervision and performance evaluation of program staff in accordance with the district's policies and applicable laws.
- Oversees the development, revisions, reconciliation, and management of assigned budgets (local, state, and federal) and related reports.
- Works with staff to monitor expenditures to ensure use of funds in accordance with 21<sup>st</sup> Century Community Learning Centers' Program guidelines and district policies and procedures.
- Coordinates the purchase and installation of all 21<sup>st</sup> Century Community Learning Centers' Program materials, supplies, and equipment.
- Prepares program related grant applications for continued and expanded funding.
- Works with the appropriate local, state, federal, and community organizations to seek additional sources of funding and in kind services for program services.
- Performs other tasks and assumes other responsibilities as assigned by the Superintendent.

**Student Services – Initiates practices designed to promote the success and well-being of students.**

- Recruits, coordinates, and organizes school personnel, community service organizations, governmental agencies, and program partners for all Community Learning Centers in order to provide a safe and drug free after school learning environment and to deliver high quality services to students and their families.

**School/Community Relations – Initiates practices designed to provide effective school-community relations.**

- Works collaboratively with district staff, school administration, and community organizations for continuous improvement of program services.
- Facilitates the sharing of information within the program, the schools, and the community.
- Presents the 21<sup>st</sup> Century Community Learning Centers' Program to the public through workshops and other presentations.

**Professional Development – Plans for professional self-development.**

- Works to keep abreast of local, state, and national factors influencing or having potential influence on the 21<sup>st</sup> Century Community Learning Centers' Program.
- Seeks opportunities for personnel and professional growth, which will increase effectiveness.

**Minimum Qualifications**

- Master's degree from an accredited college/university in Education.
- Five (5) years of successful school experience or equivalent.
- Demonstrate academic program management and leadership ability.
- Excellent oral and written communication skills, including the ability to explain complex technical and quantitative information to general audiences.
- Knowledge of and experience with common district, state, and federal guidelines for program and financial management.
- Possess physical and mental stamina and ability to perform job functions, tasks, and duties.

**Terms of Employment:** Twelve (12) months a year.

**Reports to:** Assistant Superintendent of Federal Programs and Students with Exceptionalities or designee

**Supervises:** Personnel as assigned

**Signature of Evaluatee:** \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_  
Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the Position and has so indicated to the evaluator.