

## **21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM MANAGER**

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Associate Director, Instructional Services

Employee Group: NCAA

FLSA: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Develops and administers community learning center programs in compliance with the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) grant, following a community schools model which includes a broad array of extended learning programs, parent engagement and partnership agreements.

### **Part II: Supervision and Controls over the Work:**

Serves under the broad guidance and administrative supervision of the Associate Director of Instructional Services. Assists the Director for results in terms of effectiveness of planning, policies, programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of District leadership, policy direction of the School Board, and compliance with state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities:**

1. Plans, organizes, develops, and conducts a balanced program of services and activities for children and adults in accordance with 21<sup>st</sup> CCLC grant priorities and requirements.
2. Works in collaboration with the District 21<sup>st</sup> CCLC grant team (Community Services, Title I-A and Social Services), other District departments and partnering agencies to ensure that the objectives of the 21<sup>st</sup> CCLC grant are met.
3. Collects data, surveys needs, coordinates, writes and submits grant reports.
4. Oversees and evaluates staff, services and activities as needed.
5. Maintains program records, financial statements, program budgets, and other required records.

6. Meets regularly with District staff and administrators to coordinate program delivery and services and ensure alignment with NCSD goals and priorities.
7. Participate in planning for grant sustainability including grant writing, fostering relationships with potential funders and partners.
8. Coordinates stakeholder teams that advise and oversee program progress, improvement efforts and inform program priorities and direction.
9. Encourages the development of inter-agency cooperative efforts and the involvement of community groups and organizations.
10. Ensures that program delivery is culturally appropriate and inclusive. Addresses potential barriers to program participation and ensures that the NCSD equity lens is used to guide program decision making.
11. Maintains positive relationships with students, parents, program partners and the community. Responds to questions and inquires about the program and reports annually to the School Board.
12. Coordinates certified and classified staff agreements for program and service delivery.
13. Administers contracts as needed.

**Part III: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in education, recreation, social work, or a community service related field; or a minimum of four years experience with community services or related programs is required.
3. Ability to work with minimum of direction and supervision.
4. Willingness to work evenings/weekends as needed. Including; overnight travel for required training.
5. Highly developed organizational skills.

6. Effective oral and written communications.
7. Valid state driver's license.
8. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
9. Ability to work both independently and cooperatively.
10. Exceptional attendance.

**Part IV: Desired Qualifications:**

1. Bilingual skills preferred.
2. Previous experience with grant writing, reporting and administration preferred.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.