

**School District of Lodi
JOB DESCRIPTION**

(A): 11/14/22

Title: **Lodi Community Action Team (LCAT) Program Director**

Qualifications: Bachelor's Degree or Higher

Reports To: Business Manager
Director of Student Services

Supervises: LCAT Program Coordinator

Job Goal: The Program Director will work to ensure fiscal needs are met and evidence based programs are secured that serve to bring the community and youth together to create healthy relationships that empower youth to succeed.

PERFORMANCE RESPONSIBILITIES:

1. Oversee all program activities and develop an annual events calendar.
2. Oversee all fiscal responsibilities, including development of an annual budget and oversight of any grant awards and requirements.
3. Attend LCAT Executive Board Meetings (quarterly).
4. Attend LCAT Community Team Meetings (as needed).
5. Attend LCAT events as needed.
6. Attend other grant and community meetings and events (as needed).
7. Attend prevention or other relative training and professional development opportunities.
8. Serve as an LCAT representative on other community teams, such as Activate Lodi, Columbia County Prevention and Response, State AODA meetings.

ESSENTIAL JOB FUNCTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students, parents, staff and community members.

3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
6. Ability to maneuver from room to room.
7. Ability to perform repetitive tasks.
8. Ability to lift and carry a minimum of 20 lbs.
9. Ability to supervise small/large groups of students, parents, staff, and community members.
10. Ability to follow district, building and program policies and procedures.
11. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
12. Ability to complete other appropriate tasks periodically assigned by Business Manager or Director of Student Services that are necessary or required to carry out responsibilities of LCAT Program Director position.
13. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.