

**Classified Personnel  
Job Description**

- POSITION TITLE: 21 st Century Program Director/Site Manager
- QUALIFICATIONS: Shall hold a bachelor's degree and have two years experience working children, or have experience equal to a degree and two years experience. Shall demonstrate the ability to work effectively with children, peers and adults.  
Shall demonstrate the ability to communicate effectively with children, parents, staff, and the public.
- PHYSICAL REQUIREMENTS: Shall have the ability to lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.
- RESPONSIBLE TO: School Principal
- JOB GOAL: To act under the general direction of the Principal and the Executive Director to provide oversight and monitoring of the program at one particular location.
- GENERAL DUTIES: Shall determine appropriate action within clearly defined guidelines.  
Shall present a positive image of the program to parents and the public.  
Shall carry out assignments in a timely manner without undue checking.  
Shall react positively to directives.  
Shall have a willingness to cooperate with the superintendent, the executive director, principals, and staff.  
Shall maintain the confidentiality, both verbally and in written form, of each child's records.  
Shall strive to maintain and improve professional competence.  
Shall take necessary precautions to protect students, equipment, materials, and facilities.  
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES: Shall plan, organize, coordinate and control the program at a single site.  
Shall coordinate activities with other District departments; participate in management meetings to discuss district-wide issues.  
Shall meet periodically with staff and volunteers to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.  
Shall determine and communicate departmental objectives, standards, and policies.  
Shall collect data to measure performance against objectives to assist with program evaluation.  
Shall develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate. Develop schedules and recruit participation.  
Shall assure internal controls are established, maintained and documented in compliance with organization directives to promote strong fiscal management.  
Shall support the organization's other programs by assuring equal

employment opportunity in the hiring, placement, promotion or transfer of department personnel in all job categories.  
Shall plan and conduct activities as outlined in the grant.  
Shall administer personnel policies; assure employees are equitably treated as individuals; take corrective personnel action as appropriate; develop personnel requirements forecasts; assist in the hiring process by preparation of personnel requisitions, reviewing applications and conducting interviews; recommend specific personnel be hired; recommend salary actions, review performance and set achievement goals for subordinates.  
Shall coordinate the site's operations and activities; coordinate matters affecting other sites with those affected; cooperate with other sites on matters of organization-wide or mutual concern.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

Practices, policies and procedures involved in the functional areas assigned.  
Modern office practices, procedures and equipment.  
Oral and written communication skills.  
Research methods and report writing techniques.  
Laws, rules and regulations related to assigned activities.  
District organizations, operations, policies and objectives.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Principles and practices of administration, supervision and training.  
Technical aspects of field of specialty.  
Budget preparation and control.

**Ability to:**

Plan, organize, coordinate and control a single functional unit involving a relatively small number of clerical and support personnel involving some financial impact on the District.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Work cooperatively with others.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Prioritize and schedule work.  
Train, supervise and evaluate personnel.  
Maintain current knowledge of technological advances in the field.  
Analyze situations accurately and adopt an effective course of action.  
Understand and work within scope of authority.  
Meet schedules and time lines.  
Plan and organize work.

**DAYS OF EMPLOYMENT:**

205 day contract (6 hours per day)

**SALARY:**

30.00 per hour (To include benefits)

Updated: 8/27/2018