

Job Title: **Director, Before and After School Enrichment**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative**
 Work Year: **12 months**

Job Code: **5021**
 FLSA Status: **Exempt - E**
 Pay Range: **L 18**

SUMMARY: Direct, oversee, and is responsible for the operation of the Before & After School Enrichment (BASE) Programs. Lead, coach, and enhance a self-directed workforce that plans, directs and delivers services for staff, community, and students. Direct all aspects of before/after school, full day, holiday breaks, and summer Childcare Programs. Duties include monitoring financial operations, student enrollment and attendance, Overseeing the implementation of age-appropriate and educational activities for students, evaluating BASE administrative staff and assisting with the evaluation of additional BASE staff, setting and maintaining BASE program standards, and developing strong partnerships with the District, the State of Colorado Department of Child Care, community members, and school clientele.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for, directs, and maintains Child Care Program standards. Monitors Child Care Programs at all locations to ensure that the site directors and staff conform to federal, state, and local rules, regulations, and licensing requirements. Conducts and monitors program observations. Acts as a liaison between the Colorado Department of Early Childhood and District. Lead, oversee, responsible and accountable for the operation of the BASE department. Provides vision/mission for the BASE department. Effective identification, assignments, direction, evaluation, development, remediation and termination of all BASE staff. Direct and accountable for the special revenue fund budget and financials. Develop, implement and monitor business and marketing plans. Develops internal and external processes continually to provide the best services in support of the educational process. Adheres to the district decision-making process, school board policies and district strategic plan. Collaborates and communicates with essential stakeholders to successfully provide services to our customers.	D	25%
2. Implement Enhancement of the educational environment by providing extended learning opportunities in BASE programs. Identification, testing, evaluation, and implementation of new technology. Training programs to develop staff. Development of technical specifications and requisitions for purchase of capital equipment. Design and implementation of decisions, policies, procedures, and systems that comply with federal, state, local, and board laws or directives. Effective external and internal communication and customer service for the department.	D	25%
3. Supervise, evaluate, and guide staff overseeing multiple sites with BASE programming. Resources to effectively deliver the customer oriented, cost effective services to schools.	D	15%
4. Develop and keep updated superintendent policy, department standards, and procedures.	D	10%
5. Coordinate a variety of committees, meetings, and teams. Effectively allocate the use of department physical and material resources. Coordinate capital reserve projects and budget. Research, develop, and plan various projects.	D	10%
6. Develop, implement and evaluate strategic and continuous improvement plans. Counsel and coach employees in a manner conducive to increase and improve performance and accountability.	D	10%
7. Perform other duties as assigned	Ongoing	5%
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Early Childhood Education, Child Development, Business Administration or related field. Four (4) additional years of related experience may be substituted for this requirement.
- Master’s degree preferred.
- Minimum of five (5) years of experience in school-aged care program management.

- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- CPR, First Aid, and Standard Precautions certification. Certifications may be obtained upon hire.
- Required background checks as identified in the Colorado Child Care Licensing Act

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Advanced skills in personnel management, budget development, conflict resolution, organizational and planning, specification writing, procurement, report writing information analysis, strategic planning, and marketing.
- Able to provide reports to the chief operating officer.
- Ability to organize, assign, direct and inspect work of subordinates and exercise good judgment in evaluating situations and making decisions.
- Ability to understand and implement federal, state, local requirements in addition to daycare rules and regulations.
- Possess the ability to speak before large and small groups and organizations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department-specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	BASE Programs Coordinator	1	1065
	BASE Operations Manager	1	3002
	Nutrition & BASE Resource Manager	1	3021
	BASE Specialist	1	1173

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for developing, administering, monitoring, analyzing, and coordinating the special reserve budget.
- Responsible for adjusting staffing and resources at the central office and the sites to keep the department within budget.
- Initiate requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit				X
Use hands and fingers, to handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	