

TITLE: 21st Century Community Learning Center Program Director (Grant Funded)

QUALIFICATIONS:

1. Bachelor's degree in a related field from an accredited college or university.
2. Demonstrated ability in supervision, staff/student recruitment and retention, and scheduling.
3. Experience with grant writing and grant funded programs with a preference for 21st Century Community Learning Center grant experience
4. Experience in budget preparation and purchasing of supplies and materials
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Principal & Superintendent of Schools

JOB GOAL: The grant funded 21st Century Community Learning Center Project Director will plan, develop, write, administer, coordinate, and maintain the 21st CCLC grant- funded program that will serve district/community students

PERFORMANCE RESPONSIBILITIES:

1. Adhere to all compliance requirements and protocols and procedures as outlined in the 21stCCLC grant guidelines, including being the liaison to the grant evaluator
2. Develop partnerships with parents/guardians/caregivers, community leaders and organizations
3. Provide services to parents/guardians/caregivers, families and other community members including but not limited to workshops, family nights, resources, and referrals
4. Develop and manage annual budgets, monitor, and control expenditures and comply with funding sources and grant guidelines
5. Develop staff skills in program development as it relates to ensuring a safe and nurturing environment as well as strategies regarding student attendance and retention
6. Conduct ongoing staff meetings to ensure the delivery of an optimum level of services
7. Maintain accurate and detailed student attendance spreadsheets & student tracking information, daily program activities, and other reports as required
8. Communicate with external local evaluators as needed
9. Review staff timesheets and work logs before submitting to the payroll department
10. Collaborate with the school's administration and staff on student matters, scheduling, and programming.
11. Collaborate with the school and/or district's Food and Nutrition Services Department to coordinate food/ snacks for the after school and summer learning programs
12. Prepare and submit reports in a timely manner, as required by the 21stCCLC guidelines and New Jersey Department of Education
13. Report any endangering situations immediately to the principal and/or designee
14. Establish a collaborative and effective working relationship with school-based organizations, community partners and other service providers to develop and maintain shared common goals
15. Attend and participate in professional development and project-related training as assigned and/or required by the 21stCCLC grant

TERMS OF

EMPLOYMENT: Salary and work year to be established by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations