

JOB TITLE: BASE PROGRAM DIRECTOR

QUALIFICATIONS:

1. A valid Missouri teacher's certificate with two years successful teaching experience is preferred.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent and/or Principal in his/her areas of responsibility.

SUPERVISES: Site Coordinators

JOB GOAL: To provide an enriching educational environment for students before and after school in contributing to their development as productive citizens.

PERFORMANCE RESPONSIBILITIES:

1. Supervises Site Coordinators in the program planning process.
2. Assumes responsibility for coordinating use of transportation, custodial, building/grounds, and other support services.
3. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
4. Liaison for the district concerning BASE Program issues.
5. Coordinates public relations information for BASE Program.
6. Fosters good school-community relations by keeping the community aware of and responsive to the BASE Program.
7. Assumes general responsibility for the proper supervision throughout the program.
8. Is responsible for collecting, updating, and reporting all data provided to DESE and other agencies.
9. Chairs BASE Advisory Committee.
10. Assists Site Coordinators in planning and supervising parent activities.
11. Maintains confidential nature of all school-related matters.
12. Exercises vigilance, along with Site Coordinators, to see that BASE equipment and school grounds are in good repair and free of hazard and to request that necessary repairs or changes be made when required.
13. Makes monthly and annual program evaluation reports to the assistant superintendent/board.
14. Prepares and participates in the budgeting and planning process.
15. Attend all meetings of the Board when so requested by the superintendent or principal.
16. Submit monthly payroll records to payroll clerk.
17. Updates information on the BASE webpage.
18. Develops sustainability plan for the BASE program.
19. Prepares grant application forms as required.

20. Other duties as assigned by the superintendent/principal.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: _____
(BASE Program Director)

Date: _____

Signed: _____
(Superintendent/Assistant Superintendent)

Date: _____