



**Job Description**  
Prepared/Revised: October 2024

Job Title: **CCLC Program Site Director**  
 Job Family: **BASE and After School Programs**  
 Pay Program: **Classified**  
 Typical Work Year: **10 months**

Job Code: **120530**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G16**

**SUMMARY:** Directs the operation of the elementary 21<sup>st</sup> Century Community Learning Center Program that offers after school and summer programming activities. Duties include recruiting, monitoring and managing student enrollment, attendance, safety, discipline and staff-to-student ratio; supervising staff, volunteers and service providers; implement age-appropriate and educational activities for students; conducting staff meetings; participate in site director meetings; managing budget-related items; completing required forms for students; developing required reports; promoting the program to parents, staff and community; creating program schedules; planning staff development; and seeking community partners and donors.

**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. Collect, retrieve, and analyze student achievement data, through the use of district information technology systems, for the purpose of identifying students not at grade-level in reading, writing, math and/or at-risk of school failure for any reason. Coordinate, schedule and implement age-appropriate activities for students and ensure effectiveness of such activities. Engage students in enrichment activities, games, field trips, homework, and guest speakers. Conduct educational activities to include math, literacy, science, and social and emotional learning in a culturally responsive environment. | D         | 40%       |
| 2. Manage the daily operation of the program by creating the lesson plans, schedule of activities, taking student attendance, monitoring enrollment, ensuring the safety of children, monitoring staff-to-student ratio, and effectively handling student conduct reflective of restorative practice. Distribute medication to students as directed and provide general First Aid when needed.   | D         | 20%       |
| 3. Complete, manage, and maintain financial, administrative and state required records and/or reports. Financial records include, but are not limited to, staffing and supply budgets, inventories of supplies/materials purchased with grant funds and securing donations. Administrative records include but are not limited to, enrollment forms, student conduct forms, medication administration and injury/accident/lost child reports. Request supplies as necessary and complete grant requisitions, while adhering to grant goals and compliance.   | W         | 5%        |
| 4. Supervise Aides by monitoring, directing, assigning workload, training, implementing disciplinary actions, addressing complaints, resolving problems and completing employee performance evaluations. Responsible for reviewing, approving and verifying staff reported time according to district and federal grant compliance. Maintain staff files per state and District guidelines. Conduct staff meetings.  | D         | 10%       |
| 5. Work with classroom teachers and host school administration to identify students, most in need if additional supports, for placement in after-school program or other intervention and monitor student progress. Design and implement activities/events for meaningful parent involvement in student learning. Participate in wrap-services and similar meetings with Youth Advocates and Student Engagement Initiatives staff members to ensure personalized support and interventions, for students and families as appropriate.  | W         | 10%       |
| 6. Communicate program information and respond to phone calls, e-mails and written correspondence. Attend and participate in assigned meetings, Including but not limited to, CDE required stakeholder sessions and SEI Department meetings. Assist with collection and reporting of data, through use of district information systems and relevant evaluation information, for extended learning programs and/or to meet specific grant requirements.   | D         | 5%        |
| 7. Secure building, equipment, and program per District and department guidelines. Ensure areas and equipment used by program are cleaned and maintained. Ensure equipment is secured and radios are charged for the following day.  | D         | 3%        |

| <b>Job Tasks Descriptions</b>  | <b>Frequency</b> | <b>% of Time</b> |
|--|------------------|------------------|
| 8. Responsible for ensuring all students are safely dismissed at the end of the program day, by one of the following means; Dismiss students at site to authorized parent/guardian, using approved identification and internal verification system to ensure he/she is cleared to pick up. Dismiss students to the bus and collaborate with district transportation employee(s) to ensure students are united with an authorized parent/guardian at the drop off location. Supervise student(s) and contact parent/guardian, as needed, to arrange pick up for any student(s) who were unable to be united at drop off location and were brought back to the site. | D                | 5%               |
| 9. Perform other job-related duties as assigned.   | Ongoing          | 2%               |
|  | <b>TOTAL =</b>   | <b>100%</b>      |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Must be at least 21 years old.
- Must meet or exceed the education and experience requirements for a School-Age Child Care Center Program Director as established by the Colorado Department of Human Services:
  - Four-year college degree with a major in recreation; education with specialty in art, elementary or early childhood education; or a subject in the human service field. Copy of transcript required.
  - OR Two years of college training and 6 months (910 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of four or more children. Copy of transcript/certificate and employer letter outlining employment verification.
  - OR Three years (5460 hours) of satisfactory and verifiable full-time or part-time equivalent experience since age 18 in the care and supervision of 4 or more children and completion of 6 semester hours or 9 quarter hours or 40 clock hours of training in course work applicable to school age children within the first 9 months of employment. Copy of transcript/certificate and employer letter outlining employment verification.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Director’s License preferred
- CPR, First Aid and Universal Precautions certifications required within 90 days after entering position. Will be required to take medication administration training as needed.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Supervisory skills.
- Training skills.
- Ability to engage with a large population of diverse and high-needs students.
- Basic knowledge of age-appropriate developmental and enrichment activities, focused on positive youth development, for school-age children and ability to implement such activities successfully.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.
- 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 systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of typical office equipment, such as telephones, copier, E-mail, etc. required within 1 month after entering position.
- Operating knowledge of District audio/video equipment, pagers, two-way radio and alarm systems required within 1 month after entering position.
- Operating knowledge of personal computers and peripherals required within 3 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>     | <b>JOB CODE</b> |
|--------------------|---------------------------|-----------------|
| <b>Reports to:</b> | Extended Learning Manager | 05021G          |

|                        | <b>POSITION TITLE</b> | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|-----------------------|-----------------------|-----------------|
| <b>Direct reports:</b> | Site Aide             | 1-5                   | 1055            |
|                        | Site Aide Sub         | 1-5                   | 04082S          |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for adhering to grant compliance when assisting with purchasing and completing the requisition process. Maintain and update an inventory of program supplies and materials.
- Request, collect, secure and record donations according to district policies.
- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; making recommendations on terminating employees; and addressing complaints and resolving problems.
- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess, etc.

**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.*

| <b>PHYSICAL ACTIVITIES:</b>                 | <b>Amount of Time</b> |                  |                   |                 |
|---|-----------------------|------------------|-------------------|-----------------|
|   | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Stand                                       |                       |                  |                   | X               |
| Walk  |                       |                  |                   | X               |
| Sit   |                       | X                |                   |                 |
| Use hands and fingers to handle and/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                |                   |                 |

| <b>WEIGHT and FORCE DEMANDS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                  | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                     |                  |                   |                 |

| <b>MENTAL FUNCTIONS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
|                          | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                 |                 |

| <b>WORK ENVIRONMENT:</b>              | <b>Amount of Time</b> |                  |                   |                 |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                       | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                     |                  |                   |                 |

| <b>VISION DEMANDS:</b>                                    | <b>Required</b> |
|---|-----------------|
| 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) |                 |
| Peripheral vision   | X               |
| Depth perception  | X               |
| Ability to adjust focus                                   | X               |

| <b>NOISE LEVEL:</b> | <b>Exposure Level</b> |
|---------------------|-----------------------|
| Very quiet          |                       |
| Quiet               |                       |
| Moderate            | X                     |
| Loud                |                       |
| Very Loud           |                       |