Adams12 Five Star Schools

Job Description
Prepared/Revised Date: July 2025

Job Title:	**Director, Before & After School Enrichment Programs**	Job Code:	**5021**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L 18**
Work Year:	**12 months**		

SUMMARY: The Director of After School Enrichment provides strategic leadership and oversight for all extended learning programs across the district, including the Before & After School Enrichment (BASE) and PEAK (21st Century Community Learning Centers) programs. This position is responsible for the overall operation, compliance, and quality of before- and after-school, full-day, break programs, and summer programming. The Director leads a self-directed workforce, ensures alignment with district and state goals, manages financial and operational performance, and cultivates partnerships with schools, families, and community stakeholders. Sets the vision for continuous improvement and student success across all out-of-school time programs. The Director ensures all programs meet Colorado state childcare licensing requirements and operate in compliance with federal grant expectations and reporting requirements.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. The Director of After School Enrichment provides leadership, oversight, and strategic direction for the district's BASE (Before & After School Enrichment) and PEAK (21st Century Community Learning Centers) departments. This position is responsible for ensuring the effective operation, compliance, and continuous improvement of all before- and after-school, full-day, break, and summer programs. Oversees and provides guidance to both departments, ensuring that all programs meet or exceed federal, state, and local regulations, including Colorado state childcare licensing requirements and 21st CCLC grant guidelines. The Director monitors program implementation across all sites, conducts site observations, and ensures quality standards are consistently met. This role acts as the primary liaison between the Colorado Department of Early Childhood, the district, and relevant grant agencies. Key responsibilities include setting the vision and mission for BASE, overseeing staffing decisions, including hiring, evaluation, and professional development, and being accountable for the BASE special revenue fund, including budget development and financial oversight. The Director develops and monitors business and marketing plans and implements internal and external systems to ensure high-quality services that support the district's educational mission. This role collaborates with stakeholders, aligns practices with the district's strategic plan and board policies, and ensures strong communication and partnerships across departments and community agencies.	D	25%
2. Implement enhancement of the educational environment by providing extended learning opportunities in both BASE and PEAK programs. Responsible for the identification, testing, evaluation, and implementation of new technology to support program operations and instruction. Develops and delivers training programs to strengthen staff capacity. Oversees the development of technical specifications and requisitions for the purchase of capital equipment. Designs and implements decisions, policies, procedures, and systems in compliance with federal, state, local, and board laws or directives. Ensures effective internal and external communication and provides high-quality customer service for both departments.	D	25%
3. Supervise, evaluate, and guide staff overseeing multiple sites with BASE and PEAK programming. Allocate and manage resources to effectively deliver customer-oriented, cost-effective services to schools. Ensure PEAK programming is designed and staffed to maximize participation and provide access to as many students as possible, with a focus on equity, quality, and alignment with program goals.	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.

MATERIAL 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 the 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:		6	3002
	BASE Supervisors	2	1065
	BASE Operations Manager	1	3002
	BASE Specialist	1	1173
	Extended Learning Manager	1	0521C
	Extended Learning Coordinator	1	05021C

- 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 environmental 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 accommodation 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		
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	