

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:

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 21st CCLC 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. Oversee staffing needs, including recruitment, hiring, onboarding, and retention of afterschool and summer program personnel.
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
16. Maintain consistent communication with the superintendent, district administrators, and relevant staff regarding program operations and outcomes.
17. Provide orientation and training for new staff and volunteers to ensure program quality and continuity.
18. Collaborate with the Board Office to monitor budgets and ensure all funds are managed in compliance with state and federal regulations.
19. Promote and support an inclusive program environment that values and respects cultural, linguistic, and individual diversity.
20. Safeguard the confidentiality of student, family, staff, and community information, sharing only what is necessary and appropriate to fulfill program responsibilities.
21. Respond promptly and effectively to inquiries from families, students, staff, school personnel, and community partners to foster strong relationships and program engagement.

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