San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of After School Programs	**Exemption Status:**	Exempt
Reports to:	Assistant Superintendent of Academic Services	**Pay Grade:**	6
Works with:	Public / District Employees	**Days**:	226
Dept. /School:	Assigned	**Date Revised:**	09/13/2019

Primary Purpose:

The After School Program Director is primarily responsible for overseeing all aspects of major academic curricula or program area for the San Benito CISD. The After School Program Director is responsible for the supervision of the staff and teachers, within specified area. The Director coordinates departmental programs through leadership in planning, directing, supervising, and evaluating. Coordinating and administering the After School Program within the framework of the philosophy and objectives established by school district policies and in compliance with state and federal regulations.

Prerequisites:

- Master's Degree required,
- Administrator Certification preferred, and
- Five years' experience in education, Three years' experience serving in an After School Program.

Special Knowledge/Skills:

- This position requires extensive knowledge or experience in the area of the after-school programs, budgets, program evaluation, education and community resources. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

Major Responsibilities and Duties:

- Implement the Texas 21st CCLC Cycle 9 Grant in partnership with Lyford CISD.
- Develop and participate in partnerships with community organizations and other service providers.
- Assess school and community needs and develop classes and activities to meet those needs.
- Provide fiscal accountability for program grants and department budget.
- Review recommendations for department vacancies; monitor program data/assurances as required for grant reporting.
- Review and approve staff authorizations for Community Education Temporary/ Hourly employees.
- Review and approve program expenditures.
- Perform administrative duties including oversight of and preparation of necessary reports, processing of payroll, preparation of financial information, accounting for tuition receipts, tracking attendance, inputting data into computer system for record keeping purposes, ordering supplies, etc.
- Interact with instructors, program leaders, principals, and District administrators to coordinate programs and communicate information regarding programs, problems, concerns, events, etc.
- Oversee and participate in planning, implementing, and evaluating department programs.
- Establish basic responsibilities among program staff for organized workflow and problem solving, adjusting as necessary. Convene work groups for special projects and events as needed.

- Participate in development of annual budget for presentation and justification to Assistant Superintendent, Superintendent, and Board.
- Provide instruction in form of policy and regulations interpretation, technical assistance, etc. to staff through discussion and written memoranda.
- Establish standards of quality and guidelines for program development in an effort to standardize.
- Establish overall operating standards not established through District, State, and Federal policies and regulations.
- Oversee and participate in program development, including fund development, grant writing and developing collaborative partnerships.
- Provide feedback on program quality and monitor for accomplishment of goals and objectives.
- Continually review development of and improvement to programs performed by staff. Monitor expenditures to ensure that they are in conformity with annual budget.
- Determine training needs and establish or arrange for professional development programs, including seminars, workshops, conferences, etc. Provide personal guidance on curricula and programs development through group and individual meetings. Consult with other Directors and Coordinators on professional development matters.
- Provide guidance to staff on professional development matters. Oversee and assist in the development of methods for resolving problems.
- Continually review work and evaluate curriculum, program staff, and teachers to ensure alignment with the District's mission, vision, and goals. Provide formal and informal feedback regarding strengths and weaknesses.
- Assist in interview process and make decisions regarding selection of coordinators, teachers, and other After School Program staff.
- Implement Project Learning non grant sites after school programming.
- Coordinate and oversee the District's Non-Grant Chess Program/San Benito CISD District Chess Coordinator.
- Attend conferences and training as required for program evaluation and development.
- Oversee and conduct the maintenance of all resources and supplies necessary for Project Learning centers and San Benito CISD Chess Program.
- Conduct staff/task force meetings and in-services with Project Learning staff and District Chess Coaches
- Assure that Project Learning staff and District Coaches uses appropriate discipline techniques and assist staff in solving any discipline issues.
- Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort if required.
- This position reports directly to the Assistant Superintendent of Academic Services.
- The After School Program Director will have contacts with other San Benito CISD employees, and children and or adults in the public.
- Maintain a professional relationship and open communication with principals, teachers, staff, parents, Board members, and community members.
- Other duties as assigned.
- This is an 80% grant-funded position. There is no intent on behalf of SBCISD to extend this position beyond the grant end date.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____