

DIRECTOR OF EXTENDED DAY PROGRAM

JD LOCATOR: 5.04.1

Adopted: 10/09

REPORTS TO:	Building Principal
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To organize and manage all aspects of an Extended Day Program that addresses the recreational, social, safety, and enrichment needs of the children served by the program.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Develops and runs an Extended Day Program in a Waynesville R-VI District elementary and/or middle school, ensuring a quality educational experience for all participants.
2. Assists with the recruiting, training, and managing of part-time after school staff, including their formal evaluation and assessing their needs for ongoing professional development.
3. Develops and maintains a strong relationship with the school principal and other staff, including service on the school site council and other decision-making bodies as is appropriate.
4. Coordinates the program with partners, managing their participation in the after school program.
5. Develops and implements systems for family involvement/engagement.
6. Develops and manages the Extended Day Program budget.
7. Determines ongoing needs/interests of students, parents, and school staff and reviews and revises programs to meet emerging needs/interests. Includes preparation for and support of informal and formal evaluation of program effectiveness.
8. Works closely with personnel to develop engaging, developmentally appropriate educational enrichment curriculum which expands and supports students' learning experiences beyond the classroom.
9. Compiles data and tracks students for program assessment/evaluation and reporting to the Board of Education and funders.
10. Creates opportunities to publicize the Extended Day Program at school events (e.g. Open House, Back-to-School Nights, parent conference days, staff development meetings, etc.) as well as events in the broader community (churches, city council meetings, etc.) Prepares and gives presentations as needed.
11. Organizes after school events to showcase students' work for parents, teachers, and other community members.
12. Supports Extended Day Program events and general organizational needs as appropriate.
13. Assists in the implementation of guidelines for proper student conduct and maintenance of student discipline.
14. Develops and maintains a positive working relationship with key building staff members such as the principal, custodians, teachers, and food service workers.
15. Responds to inquiries and concerns in a timely manner.
16. Has certification in infant, child, and adult cardiopulmonary resuscitation (CPR).
17. Plans and implements a safety, fire and tornado program.
18. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Extended Day Program coordinators, staff, and student workers

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. 120 college credit hours with 24 credit hours in child related courses
3. Or 18 credit hours in child relate courses and 6 credit hours in business or management.
4. Or 4 years experience and 24 credit hours in child related courses.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.

- 9. Ability to work independently with minimum supervision.
- 10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
----------------------	------	------------------------	------