

TITLE: **21st Century Community Learning Center Program Director** **DRAFT**

QUALIFICATIONS:

1. Holds a Bachelor's Degree or higher in a field related to education, social services, counseling or recreation.
2. Minimum of two years professional experience in work with youth or families
3. Other qualifications as may be deemed essential for successful performance in the position.
4. Such alternatives to the above as recommended by the Superintendent and deemed appropriate by the Rochester School Board.

REPORTS TO: Superintendent of Schools or Designee.

JOB GOAL: To successfully coordinate the implementation and operation of an extended school-day program at the Rochester Middle School. Students will demonstrate benefits from academic supports, enrichment and recreational activities provided after-school and during the summer.

PERFORMANCE RESPONSIBILITIES:

1. Manage the 21CCLC grant in accordance with State and District mandates.
2. Maintain accurate data and accounting records as stipulated by the State and District.
3. Serve as the primary liaison between the YMCA of Strafford County, the Rochester School District, and the New Hampshire Department of Education.
4. Prepare quarterly and annual program summaries, and other reports as may be required by the cooperating agencies.
5. Supervise the recruitment, selection and induction of all staff.
6. Coordinate the professional development for staff and volunteers.
7. Establish and monitor a student recruitment and selection process.
8. Develop and supervise daily program activity schedules, staff and volunteers.
9. Maintain records and reports of student activities, attendance and performance outcomes.
10. Complete an annual program evaluation regarding the effectiveness of the program and its components.
11. Develop and implement program improvements responsive to needs identified through evaluation.
12. Develop a community outreach and engagement effort to ensure community awareness and promote support.
13. Attend all 21CCLC trainings and conferences required by the NHDOE and attend staff meeting at the invitation of the YMCA or Rochester Middle School.
14. Facilitate the design and implementation of parent education and parent involvement activities.
15. Develop and implement strategies targeting sustainability of the program beyond the length of the funding cycles provided by the grant.
16. Perform other such duties as may be reasonably assigned.

TERMS OF EMPLOYMENT: Salary and other terms and conditions of employment shall be negotiated with an annual contract as approved by the School Board. The annual continuation of position shall be upon mutual agreement and contingent on appropriation of grant funds to maintain it.

EVALUATION: Performance in this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PROPOSED: Personnel Committee - June 1, 2017