

SANTEE SCHOOL DISTRICT

DIRECTOR OF OUT-OF-SCHOOL TIME PROGRAMS

DEFINITION

Under the general supervision of the Assistant Superintendent of Educational Services, will develop and monitor Out-of-School Time programs for school age students, and will perform related duties as required.

EXAMPLES OF DUTIES:

1. Develops, implements, and monitors all activities in Project SAFE and ASES programs.
2. Supervises all staff in Out-of-School Time programs.
3. Evaluates Project SAFE staff, Regional Leads, and ASES Coordinator.
4. Works with the ASES Coordinator to assure evaluations for ASES staff are completed.
5. Works cooperatively with all existing programs to improve the Out-of-School Time programs in the district.
6. Develops and maintains efficient and effective office procedures.
7. Follows district fiscal policy in collection and disbursement of funds.
8. Continually develops better means of communication among agencies, parents, and school staff.
9. Interprets and carries out district policies and procedures.
10. Provides on-going staff development activities for all Out-of-School Time staff.
11. Develops annual budget and monitor expenditures, under district and grant guidelines.
12. Monitors incoming funds.
13. Works with staff to provide resources and supplies for program activities.
14. Works with staff to provide special activities.
15. Prepares written communications with parents.
16. Performs other duties as might be requested and which are appropriate to the before- and after-school programs.
17. Works with Parent Advisory Councils to improve the Out-of-School Time programs.

QUALIFICATIONS GUIDE

Knowledge of:

1. Theory and practice of child development for school-age children.
2. Operation of before- and after-school programs; both parent fee and state and federally funded.
3. Standard recordkeeping and office management practices.
4. Principles of staff development and training.
5. Counseling with parents and children.

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Ability to:

1. Plan, organize, supervise, and evaluate the work of the Out-of-School Time staff.
2. Design, implement, and monitor the operation of the Out-of-School Time programs.
3. Train Out-of-School Time staff.
4. Establish and maintain effective working relationships with adults and children.
5. Establish and maintain a safe and healthful environment.
6. Exercise good judgment in dealing with sensitive interpersonal problems.
7. Establish and maintain records systems.
8. Manage multiple budgets and funding sources in compliance with district, state, and/or federal guidelines.
9. Communicate effectively, both orally and in writing.
10. Provide leadership and organization
11. Develop collaborative working arrangements with community organizations, community groups, and governmental agencies.
12. Manage change, convene and facilitate diverse groups

Training and Experience:

Masters Degree or equivalent in field related to education, child development, or social services; a work history indicating reliability and familiarity with school age students; or any combination of training or experience that could likely provide the desired knowledge and abilities. Prefer the possession of a current California Clear Teaching Credential.

Licenses and Other Certification:

First Aid/CPR/AED Adult & Child Certificate issued by an authorized agency.

Characteristics:

Good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties; loyalty and other related qualities.

ADOPTED: March 17, 1987

REVISED: October 3, 1995

REVISED: January 9, 2007