

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: MANAGER, AFTER SCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services, plan, coordinate, and direct the day-to-day activities related to the District After School Program, including enrichment and programs during school breaks; ensure compliance with state and federal regulations, district policies and those required by licensing agencies; train, supervise, and evaluate the performance of assigned staff.

RESPONSIBILITIES:

- Establish and maintain a safe, creative, fun, inviting, and positive environment for all children attending After School Program to strengthen student interpersonal skills and improve their academic performances.
- Administer and supervise the after school program in accordance with school district policies and in compliance with State and federal regulations and those outlined by the licensing agency.
- Recruit, select, supervise, and evaluate staff for the After School Program; schedule appropriate staffing to meet state guidelines and classroom ratios; supervise personnel to assure effective and smooth operation at program sites.
- Facilitate, supervise, and evaluate development and implementation of program curriculum and instructional practices to maintain a premiere, innovative program that excites students and parents and achieves maximum enrollment potential; conduct regular staff meetings with all personnel; provide professional learning throughout the year.
- Develop and maintain innovative after school program options that offer students opportunities in subjects such as physical education, science, technology, engineering, arts, music, and math; Create and maintain vendor relationships.
- Serve as a resource in the identification, selection, and use of instructional materials, curriculum, and methodologies for an after school program; plan, organize, and implement the daily program for the children ensuring it is at the appropriate age and developmental level of each child.
- Create and maintain high levels of student, parent, and school satisfaction; involve parents and families in student activities; provide information and referral services as needed; plan and conduct parent meetings; explain policies, procedures, rules and regulations as needed.
- Work with site staff to ensure a smooth transition from school day to After School Program in support of the academic program.
- Coordinate the development and implementation of goals established by the District Strategic Plan.
- Practice sound budgetary management. Prepare annual budget for programs in coordination with district administrative personnel; monitor expenditures, receipts, fiscal reports and contract agreements; assume budgetary responsibilities for the enterprise fund.
- Recruit, select, supervise and evaluate independent contractors for the after school enrichment program. Maintain records of compliance for independent contractors.
- Coordinate and implement ongoing registration for the program.

- Represent the After School Program at community, regional, and state meetings as appropriate.
- Communicate district/site program information to stakeholders and promote the After School Program through a variety of media including but not limited to flyers, calendars, tours, advertisements, meetings and through the District website.
- In conjunction with the Director of Maintenance, Operations and Facilities, ensure that facilities for the After School Program are safe, clean, attractive.
- Support and carry out Board of Trustees and Superintendent directives and policies.
- Work cooperatively with district and site personnel.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic needs and characteristics of elementary school age children.
- Planning, organization, and direction of an after school program.
- Proper evaluation methods
- Marketing, public relations, and community outreach.
- Theories, research, and contemporary issues regarding elementary school age instructional practices and associated programs.
- Principles and methods of child development.
- Applicable laws, codes, regulations, policies and procedures.
- District policies.
- Budget preparation and control.
- Principles and practices of management
- Oral and written communication skills.
- Computer skills and software, including but not limited to: Microsoft Office, Excel, and Outlook.

ABILITY TO:

- Plan, organize and administer the operation of an after school program.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Conduct effective program evaluations.
- Use interpersonal skills with kindness, tact, patience and courtesy.
- Direct, manage, train and evaluate personnel.
- Apply pertinent laws, regulations, principles, and District policy in reaching conclusions and making decisions.
- Accept direction and follow instructions
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with faculty, staff, parents, community members and others.
- Respect and maintain professional confidences.
- Work independently with little direction.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred.
- Three to five years' experience working with children to grade 6 in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid CPR and First Aid or willingness to obtain CPR and First Aid Certification

WORKING CONDITIONS:**ENVIRONMENT:**

- Classroom, office and outdoor environment.
- Driving a vehicle to conduct work.
- Noisy at times

PHYSICAL DEMANDS:

- Lifting children and moderately heavy objects.
- Bending at the waist, kneeling, crouching and crawling.
- Seeing, including close, distance, and peripheral vision, to ensure proper supervision of students and to facilitate communication with students, staff, parents and community.
- Standing and/or sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 36.