

# Hyde County Schools

## 21<sup>st</sup> CCLC Program Manager

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### POSITION SUMMARY

The 21<sup>st</sup> CCLC Program Manager, under the supervision of the Program Director, manages the operations of the Hyde 21<sup>st</sup> CCLC at both Mattamuskeet and Ocracoke, as well as coordinates programming at their local site (Mattamuskeet or Ocracoke).

### MINIMUM TRAINING AND PREFERRED EXPERIENCE

- Bachelor's degree preferred or commensurate education experience
- College coursework in education/youth issues, preferred
- Experience with out-of-school program, or similar experience in organizational planning and supervision of activities based on the development and educational needs of youth

### SPECIAL KNOWLEDGE/SKILLS

- Knowledge of group leadership or supervisory/management skills
- Strong organizational, communication, and interpersonal skills
- Experience with family/community programming or services
- Spanish/English bilingual preferred

**SALARY:** Pay Grade 66 North Carolina Salary Schedule ([www.ncpublicschools.org](http://www.ncpublicschools.org))

### EMPLOYMENT TERM

- 12 months
- Full-time with benefits
- Position is subject to grant approval on an annual basis

### ESSENTIAL FUNCTIONS

The following are examples of primary duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Coordinate structured activities and day-to-day operations of the afterschool and summer program where Program Manager is based (Mattamuskeet or Ocracoke), in compliance with all grant guidelines with the goal of improving student academics, attendance behavior, promotion rates, and graduation rates
- Compile regular reports reflecting all activities, attendance, participation, or other data as needed and enter data in federal reporting system, as required
- Maintain daily contact with program staff, teachers and administrative staff to discuss issues and customize programming
- Work collaboratively with Site Coordinator from the 'sister' Hyde 21<sup>st</sup> CCLC site on attendance, supplies, planning, reporting data, etc.
- Ensure 21<sup>st</sup> CCLC programming and staff is in-compliance with organizational policies and procedures

- Require, manage, and provide staff development opportunities for staff and volunteers
- Manage family involvement efforts including communicating student progress on a regular basis, and creating opportunities for families to support their child both academically & socially
- Create a program schedule ensuring appropriate staff to student ratio, including scheduling of substitute staff, when needed
- Conduct regular monitoring of programming and supportive staff meetings to ensure high quality experiences for students
- Organize efforts to recruit and retain staff
- Organize efforts to recruit and collaborate with community-based organizations and volunteers for the program including parents and community leaders
- Maintain marketing and public relations protocols to increase the visibility of the after-school programs, services, and activities within the community including hosting 21<sup>st</sup> CCLC booths at open houses, parent nights, health fairs, etc.
- Attend NCDPI 21<sup>st</sup> CCLC meetings with the 21<sup>st</sup> CCLC Program Director
- Perform all other duties as assigned

### **PHYSICAL REQUIREMENTS**

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee is occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

**This Position Reports Directly To:** Director of Student Services

**FSLA Status:** Non-Exempt

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.