

**MAPLE RUN UNIFIED SCHOOL DISTRICT**  
Job Description

**Job Title:** Director of School Enrichment  
**Job Group:** Non-Union, Non-Certified  
**Reports to:** Principal

**Summary:** Responsibility for the planning and implementation of the various enrichment programs that support students beyond the school day and school year. Programs include, but are not limited to, after school programs, tutoring, athletics, and all summer programming.

**Essential Duties and Responsibilities:**

1. Develops and manages the programs by:
  - a. Planning, directing and evaluating the activities of the enrichment programs to ensure the effectiveness and growth thereof.
  - b. Overseeing the administrative functions of the programs and ensuring the financial sustainability of said programs through grants and other funding as appropriate.
  - c. Preparing and monitoring budgets and annual action plans.
  - d. Interviewing, selecting and managing the performance of program staff members.
  - e. Managing the collection, compilation, interpretation and dissemination of program data.
  - f. Writing reports, researching and preparing grant proposals to meet and advance the goals of the program.
  - g. Remaining current on best practices.
2. On-Site program Coordination
  - a. Responsible for the daily operations of the enrichment programs, including, but not limited to, program planning, data management, supervision of student participants, payroll management and supervision of staff.
  - b. Coordinates program activities and snacks, takes attendance at all activities.
  - c. Interacts and maintains relationships with administration, teachers, volunteers, students, parents and community members.
  - d. Reviewing and approving, prior to publication, all information regarding programs and activities.
  - e. Serving as the primary liaison between the school and participants, parents, funding sources, partners and local agencies.
  - f. Preparing and disseminating media releases regarding enrichment programs.
3. Assists in the development and manages the budget for Open Doors, Tutoring, Athletics, all summer programs, and other programs as needed. This includes following federally mandated purchasing guidelines as directed by the Maple Run Unified School District Office.
4. Participates in local, state and national activities designed to improve youth educational opportunities.
5. Responsible for all county, state and federal reports and audits as they relate to programs managed.

6. May perform other duties as assigned.

**Supervisory Responsibilities:** Supervises all enrichment program staff. Is responsible for the daily operation of the program including the planning, direction and activities.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's degree in a related area preferred. Three years' experience in education or leading social or athletic programs.

**Certificates, Licenses, Registrations:** None required.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, individuals and groups from the greater school community.

**Math Skills:** Ability to work with mathematical concepts such as probability and statistical inference and demonstrate the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Skills:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in various forms and deal with several abstract and concrete variables.

**Other Skills and abilities:** Some knowledge of government funding requirements and the ability to apply knowledge of current research and theory in specific field is required. An ability to establish and maintain effective working relationships with students, staff and the community is essential. Demonstrated ability to communicate clearly and concisely both in oral and written form is required. An ability to perform duties with awareness of all district requirements and Board policies is important.

**Physical Demands:** (The physical demands described here are typical 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 frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms and perform repetitive motions while operating a computer. The employee is required to interact with the public and staff, meet deadlines with severe time constraints, is responsible for the safety and well-being of students and the work output of staff. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include: close vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee will drive occasionally.

**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.) The noise level in this environment is quiet to loud depending on the activity in the particular part of the day and location.

**Terms of Employment:** 12 months  
**Evaluation:** Annually, by the Principal  
**Date:** April 23, 2018

*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(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*