

CAPS PROGRAM DIRECTOR

QUALIFICATIONS:

1. Valid Kansas Teaching License, administrative experience preferred.
2. Basic computer knowledge/skills
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools, Building(s) Principals

JOB GOAL: Provides direct services and support to families and children of USD 407. Provides support to families. Receives moderate supervision from the superintendent. Requires the ability to make decisions related to children and families. Position has limited monetary responsibility. On-going staff development is an integral part of the position.

FULL/PART-TIME: Part-time

FLSA: Non-exempt from overtime

BOE APPROVAL: 9/13/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Develops positive relationships with families by practicing open communication skills and demonstrating a non-judgmental and empathetic attitude.
3. Completes required grant paperwork in a timely fashion.
4. Ensures that the grant requirements are being met.
 - Program must include 51% of students who qualify for Free/Reduced lunches
 - Tracks daily attendance rate
 - Enrolls students in the CAPS program
 - Track and report progress toward Board of Education, CAPS Program Advisory Group and Kansas Department of Education goals.
 - Organize staff development and family involvement nights
 - Attends yearly state and/or national 21st Century Community Learning Center conference.
5. Assists CAPS Site Coordinators in developing academic interventions and enrichment
 - Confidentially maintains student academic and/or social emotional data.
 - Designs, with site coordinators, targeted interventions to address student needs
 - Coordinates with community and public entities to provide enrichment programming.
6. Provide vision and supervision of CAPS program employees
7. Good communication skills including oral, written, and listening.
8. Interpersonal skills to work effectively with staff, families, children, and community members.
9. Willingness to work a flexible schedule, including evenings and some weekends.
10. Willingness to work as a team player.
11. Organizational skills to deal with multiple issues.
12. Valid driver's license and reliable means of transportation.
13. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
14. The employee shall serve as a role model for patrons and co-workers in how to conduct themselves as citizens and as responsible, intelligent human beings.

CAPS PROGRAM DIRECTOR

- 15. Follows the district dress code while being a good role model for students.
- 16. Performs other duties as assigned by Superintendent or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

- TERMS OF EMPLOYMENT:**
- 1. Selected candidate must pass background check
 - 2. Selected candidate must provide health and inoculation certificate

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCI Classified Employee Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.