

**Columbia Gorge Educational Service District**  
**Job Description – Program Director – After-School Program**

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**Title:** Program Director – After-School Program  
**Department:** 21<sup>st</sup> Century Schools  
**Classification:** Administrator  
**Supervised by:** Assistant Superintendent  
**Work Year:** After School – <190 Days

**Job Purpose Statement:**

To provide support to the 21<sup>st</sup> Century After-School Program in North Wasco County School District. This position will oversee three teachers and six instructional assistants. This person will serve as a liaison between the program and building staff and administration.

**Job Qualifications: Education and Experience:**

- Master's Degree *Preferred*.
- Bilingual in English and Spanish *Preferred*.
- Classroom Teaching Experience
- Other alternatives to the above qualifications as appropriate and acceptable.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance
- Valid TSPC Licensed in Administration and Teaching
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

**Knowledge, Skills, and Abilities:**

- Demonstrated ability to lead and manage projects independently and adjust to changes in priorities and efforts based on legislative and/or funding guidance.
- Understands equity and is on a developmental continuum that places equity at the heart of all efforts; humbly considering and effectively responding to the needs of families including families with diverse cultural and economic backgrounds.
- Uses existing, learned knowledge and training along with emerging state and regional context to build toward efficiencies and improvements in overall operations.
- Is able to prioritize tasks effectively and responds with aligned actions in order to ensure smooth operations and support.
- Makes independent decisions within limits of agency policies and procedures
- Demonstrated experience and expertise in program planning, grant reporting, partnership development, and budgeting.
- Demonstrates team-oriented personal responsibility in order to support and accomplish plans and goals.
- Maintains a positive disposition, detail and customer oriented with good multitasking and organizational abilities while also demonstrating willingness to request support when faced with barriers or challenges.
- Ability to travel between work sites/locations. Must provide own reliable transportation.
- Ability to work flexible hours
- Excellent interpersonal, verbal and written communication skills; organizational skills; and proficient in the use of computer software programs.

**Essential Job Functions:**

1. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the After-School Program.
2. Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
3. Facilitates various meetings (e.g. building leadership and staff.) for the purpose of coordinating program needs and objectives.
4. Intervenes in occurrences of inappropriate behavior of students and/or parents for the purpose of safety and to assisting students in modifying inappropriate behavior, develop successful interpersonal skills.
5. Manages various program administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
6. Prepares documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
7. Supports staff for the purpose of assisting with their job functions of maintaining overall school site operation.
8. Collaborates with District personnel and peers to improve student achievement through the implementation of programs and strategies to accomplish school and district mission and vision goals.
14. Develops budgets; monitors spending for the purpose of achieving program objectives efficiently.
15. Communicates effectively with staff, students, parents, School Board and community about the 21<sup>st</sup> Century After-School Program.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend trainings related to professional growth to stay current on best practices.

**Physical Requirements:**

1. **In an eight-hour day employee may:**

- a. Stand/Walk             None                             1-4 hrs             4-6 hrs             6-8 hrs
- b. Sit                             None                             1-3 hrs             3-5 hrs             5-8 hrs
- c. Drive                         None                             1-3 hrs             3-5 hrs             5-8 hrs

2. **Employee may use hands for repetitive:**

- Single Grasping             Pushing and Pulling             Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- Yes                             No

4. **Employee may need to:**

- a. Bend                         Frequently                         Occasionally                         Not at all
- b. Squat                         Frequently                         Occasionally                         Not at all
- c. Climb Stairs                 Frequently                         Occasionally                         Not at all
- d. Lift                             Frequently                         Occasionally                         Not at all

5. **Lifting:**

- Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.
- Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Mandatory Child Abuse Reporting**

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

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**Agreement**

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, \_\_\_\_\_ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

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**Employee Signature**

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**Date**