

MODESTO CITY SCHOOLS

JOB DESCRIPTION

MANAGER-AFTER SCHOOL EDUCATION AND SAFETY PROGRAM

DEFINITION:

Under the direction of the Director-State and Federal Programs, plan, organize and direct After School Education and Safety (ASES) programs and grants at multiple sites; monitor and implement the grant requirements, components, and budget for District sites; coordinate programs and funding sources for the purpose of serving the academic needs of students; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the ASES Site Coordinators and other ASES staff members at multiple sites; plan and provide staff development to all ASES staff members and provide coaching to make improvements to the program; evaluate ASES program effectiveness utilizing multiple assessment measurement tools, including analyzing results and providing information to staff member, parents, and community collaborators.
- Seek, secure, implement and manage grants that support the After School Education and Safety programs; assure that the ASES grant requirements and deadlines, as determined by the California Department of Education, are met.
- Oversee the management and implementation of ASES grant requirements, components, budgets, and reporting at multiple sites, to assure compliance with state regulations and grants requirements.
- Evaluate and select curriculum and instructional materials for the ASES program; establish collaborative relationships with site administrators to bridge the regular school day and the ASES program.
- Establish collaborative relationships with community agencies to meet ASES grant requirements; coordinate ASES program services with community partnerships; collaborate with outside agencies to provide services and support for the ASES program.
- Manage daily operation of an assigned campus club program; supervise operation fee structure and budget for a fee-based child care program.
- Collaborate with the administering of services to migrant students at assigned school sites.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the ASES Program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's in education or related field and three years site administrator experience.

Licenses and other Requirements

- Valid California Teaching or other relevant credential.
- Valid California Administrative Credential.
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree.

Knowledge of:

- Management of an After School Education and Safety program.
- Principles and practices of grant fulfillment.
- Curriculum selection, implementation and evaluation procedures.
- Regulations and codes pertaining to extended learning in an after-school setting.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Develop and evaluate application of instructional strategies.
- Monitor compliance and modify program elements in accordance with grant requirements.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Evening/variable hours.

Physical Demands: The physical demands described here are representative 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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting, standing and walking for extended periods of time.

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.

Cabinet Approved: 4/14/15

Board Approved: 5/11/15

FLSA Status: Exempt

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