

Durham Public Schools

Job Description

Community Education Department Manager for Before School, Afterschool, Summer Camp and Intersession for Community Education

JOB TITLE: Manager for Before School, Afterschool, Summer Camp and Intersession for Community Education

REPORTS TO: Coordinator or Specialist

SALARY: NC07 for licensed programs, non-licensed programs based on local salary schedules

STATUS: Before/Afterschool Full-time, Part-time, Permanent, Temporary, 10 or 11 months, Classified, Non-exempt

SUMMARY:

Under general supervision, coordinate and directs the Before and Afterschool, Summer Camp and Intersession programs at the assigned school. Work involves planning and implementing daily programs that are developmentally appropriate, nurturing, academically oriented, and enriching for school age children (K – 8). Works and consults with school staff as appropriate, to guide and coordinate program activities. Employees are responsible for supervising all program staff, volunteers, and contractors at the assigned school, being accountable for the fiscal management of the program, and establishing communication and maintaining working relationships with parents/legal guardians of students enrolled in the program.

RESPONSIBILITIES & DUTIES:

1. Creates and maintains a safe program through observation, supervision, and planning.
2. Provides leadership to assure adherence to program's objectives and state licensure standards, including developing daily schedules, coordinating space, identifying resources and planning developmental appropriate activities.
3. Coordinates and directs program activities, observes and guides staff, evaluates program goals, and provides leadership and supervision to the staff.
4. Recruits, interviews and recommends applicants for employment or contractual agreement.
5. Maintains open communication with parents, school administration, as well as representatives of other agencies to enhance program activities.
6. Conducts orientation of personnel to job policies, procedures, licensing regulations and responsibilities.
7. Conducts employee training, observes and evaluates staff, plans and leads staff meetings to provide opportunities for feedback.
8. Maintains responsibility for keeping accurate records including, but not limited to: attendance, payroll, and supply inventory.
9. Evaluates program goals and completes reports as needed.
10. Recruits students and families as well as create and maintain effective working relationships.
11. Maintains current certifications in CPR and First Aid; administers basic first aid and medications, and contacts parents or emergency services in case of a child's illness or injury.

12. Maintains a clean and orderly environment for the program.
13. Attends workshops, classes, seminars, lectures, etc. to meet district professional development requirements and review school – age care resources and professionals as appropriate, to enhance and maintain knowledge of trends and developments in afterschool care.
14. Perform other duties as assigned by supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Bachelor’s level degree in Elementary Education, Child Development, Recreation Administration, Physical Education, Early Childhood or related field with at least ten semester hours of school – age related coursework and has at least 300 hours of experience supervising a licensed youth program or 450 hours supervising an unlicensed youth program.

- -Or- North Carolina Childcare Credentials I and II –and- has completed at least six additional semester hours of school-age care related coursework and 900 hours experience supervising a licensed youth program or 1350 supervising an unlicensed youth program.
- -Or- at least 6 years of full-time experience working with children in an educational or recreational setting for non-licensed programs.
- Certification in First Aid and CPR or willingness to enroll in an approved program for certification within 60 days of employment required.
- Acquire Basic School Age Care (BSAC) certification or willingness to enroll in an approved class within 60 days of employment.
- Playground Safety training or willingness to enroll in approved class.
- Must receive a “Qualified to work in Child Care” letter from the NC Division of Child Development Early Education within 30 days of employment.
- Must complete the Basic School Age Care (BSAC) class within 60 days of employment.
- Must complete Child Abuse and Neglect training within 2 weeks of employment.
- Must be certified in CPR and SFA within 60 days of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable Before School, Afterschool, Summer Camp and Intersession programs and its underlying principles, goals, and objectives.
2. Knowledgeable of the North Carolina Division of Child Development child care licensing regulations and quality indicators which apply to licensed to school-age programs operated by a public school district.
3. Knowledgeable of the policies and procedures established by the school and the program.
4. Knowledgeable of the principles and practices associated with organization, administration, and supervision.
5. Knowledgeable of the principles and practices associated with youth during out-of-school time development and education.
6. Knowledgeable of current legislature, trends, and developments in the area of youth during out-of-school time development.
7. Knowledgeable of the ethical guidelines applicable to the position as outlined by professional organization and/or federal, state and local news, rules and regulations.
8. General knowledge of procedures to follow in the event of any emergency.

9. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
10. Possess working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel, Publisher and PowerPoint.
11. Ability to perform routine mathematical or bookkeeping functions.
12. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc).
13. Ability to perform at a high level, as a team player, in a team environment.
14. Ability to prioritize and manage multiple tasks in a fast-paced environment.
15. Ability to remain calm and professional in environment with shifting proprieties.
16. Possess skills in counseling and developing staff.
17. Ability to maintain complete and accurate records and statistics and to develop meaningful reports from the information.
18. Ability to build rapport with and to provide warm and caring support to students.
19. Ability to evaluate existing programs and to make recommendations for improvement.
20. Ability to coordinate, organize and direct the after-school program.
21. Ability to constantly monitor the safety and well being of students.
22. Ability to maintain order and discipline in the program.
23. Ability to effectively express ideas orally and in writing.
24. Ability to establish and maintain effective working relationships.
25. Perform other duties assigned by the supervisor.

RESOURCE REQUIREMENTS:

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| <input checked="" type="checkbox"/> Laptop | <input checked="" type="checkbox"/> Desktop computer (may be docking station with laptop) |
| <input checked="" type="checkbox"/> e-mail address | <input checked="" type="checkbox"/> Outlook <input type="checkbox"/> VPN |
| <input checked="" type="checkbox"/> Cellphone | <input checked="" type="checkbox"/> Pager <input checked="" type="checkbox"/> Two-way radio |
| <input type="checkbox"/> iPad | |
| <input checked="" type="checkbox"/> Office phone | <input checked="" type="checkbox"/> 10-digit telephone number <input type="checkbox"/> 5-digit extension |
| <input checked="" type="checkbox"/> Printer | |
| <input checked="" type="checkbox"/> Fax | |
| <input type="checkbox"/> District vehicle | |
| <input checked="" type="checkbox"/> Software (Microsoft Office, Adobe) | |
| <input type="checkbox"/> AS400 | |
| <input type="checkbox"/> SharePoint | <input type="checkbox"/> Audio recording device |
| <input checked="" type="checkbox"/> Web site access | |
| <input type="checkbox"/> Building access key/code (for necessary building access during non-traditional hours) | |

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

PHYSICAL REQUIREMENTS:

Must be able to lead and assist students participating in indoor and outdoor games and activities and to use a variety of equipment. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those of Light Work.

Job Description
Community Education Manager

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date