



## Program Director - Job Description

*EXTRAS is an before/after-school program for school age children of Salisbury which also provides a program during school vacation times and summer vacation.*

### **Job Summary:**

**The primary purpose of EXTRAS is to provide a safe, stimulating environment for young people.** EXTRAS strives to provide an atmosphere where children are encouraged to pursue healthy activities within structured guidelines. All services are provided with a commitment to ethical principles and practices.

The function of the Director is to administer and coordinate the EXTRAS program in full compliance with State of Connecticut regulations and within an established budgetary framework. The Director exercises full authority over children and their behavior within the parameters of the established EXTRAS Policies and Procedures.

- To manage staff while creating an atmosphere in which a child can be safe, comfortable and develop a good self image.
- To develop age appropriate programs in which children are offered a variety of learning and recreational activities designed to further self help and life skills.

### **Administrative Responsibilities to include but are not limited to:**

**Financial:** The Director has full fiscal access and responsibility.

- Prepare the annual budget for Board approval.
- Adhere to the approved annual budget.
- Develop and maintain a billing system for all families.
- Maintain accurate and transparent financial records.
- Report monthly to the Treasurer of the Board on all income and expenses and variances from the budget.

### **Communication:**

- Establish and maintain weekly communication with the Principal of Salisbury Central School.
- Maintain good communication with parents: contact and counsel parents as appropriate.
- Maintain relationships with donors, board members and volunteers.
- Provide a monthly report to the Board of administrative and program developments.
- Schedule and conduct staff meetings.

- Establish the program calendar in cooperation with other town and after school programs.
- Demonstrate and encourage professional cooperation and communication among all staff.
- Establish and maintain professional communication with other town childcare agencies.

**Professional Requirements:**

- Ensure compliance with EXTRAS policy established by the Board of Directors and within Connecticut state regulations.
- To develop a program which meets the emotional, physical, intellectual and social needs of both the individual and group.
- Responsible for the implementation and supervision of the EXTRAS program.
- Maintain accurate records of all families registered in EXTRAS.
- Annually submit the EXTRAS grant and licensing application to the proper state agencies.
- Remain current in CPR and first aid and ensure that staff are given the opportunity and do the same.
- Prepare program activities, or appropriately delegate the responsibility to staff.
- Establish and maintain the security of the activity area, in compliance with State regulations.
- Promote a healthy lifestyle by example and information.
- Seek out information on relevant children's programs.

**Staff Management:**

- Exercise full authority over staff and their performance.
- Interview and hire EXTRAS staff, as necessary, with board approval.
- Ensure adequate and appropriate substitute coverage.
- Maintain the ratio of children to staff, as required by law.
- Maintain accurate staff records: job performance, attendance, health.
- Schedule staff hours, record and prepare weekly payroll and submit to the Town Comptroller.
- Conduct and record staff evaluations.

**Reporting Relationships:**

- To report directly to the Board of Directors.

**Qualifications:**

- Must have a four year college degree in early childhood education or child growth and development from an accredited institution with approval from the

- Board of Governors to meet Connecticut state requirements.
- Experience preferred in areas of both administration and childcare programming.
  - Must have a working knowledge of Excel and Word, knowledge of QuickBooks is desirable.

**Annualized Salary and Benefits:**

- \$25,000 to \$35,000 per annum
- 30 hours paid sick leave
- 12 hours personal leave during the school year, and
- 16 hours of paid personal leave during the summer program
- 70 hours of vacation time after one year (40hrs during summer, 30 during school year)

**Send letter of interest and resume to [extrasboard45@gmail.com](mailto:extrasboard45@gmail.com) by March 23, 2018.**