Program Director

JOB DESCRIPTION

Supervision
- Hire, train, and supervise qualified and highly competent group leaders and part-time Assistant directors.
- Oversee enrollment, space allocation and space use permits, as well as meals request for school year, summer camp and Holiday Camp programming
- Provide training and support to staff in classroom/behavior management strategies that align with day school culture
- Supervise Assistant Director with supporting staff with lesson planning and implementation for core program components following the thematic curriculum
- Provide ongoing observation, coaching and feedback to staff, three times a year for a Part-Time Assistant Director, Part-Time Group Leaders, activity specialists, and Interns
- Maintain written guidances/documentation for incidents/occurrences with staff

Partnership/Relationship Development
- Develop and maintain partnerships and communication with school leadership and staff to support the effective integration of in-school and after-school goals
- Coordinate/schedule/attend monthly leadership meetings with Principal/Assistant Principal and program stakeholders including School Safety, Attendance, SLT meetings
- Build and maintain strong, positive relationships with parents, school faculty and other community resources in order to enrich the experiences for students and their families in the program by creating an effective system of communication for sharing program updates and student progress
- Serve as the liaison between the CBO and school
- Conduct parent orientation sessions in the Fall and Spring
- Participate and Contribute to division-wide initiatives (i.e Youth Summit, Middle School spotlight)

Program Development
- Implement division wide thematic curricula for Literacy, STEM, SEL, and physical fitness
- Work closely with the Associate Director of Education to provide on-going support to staff in curricula implementation and facilitation Youth & Education Literacy Immersion Model
- Development of an enriching theme-based summer camp with the goal of stemming summer learning loss and providing opportunities for growth and hands-on learning through literacy, STEM, SEL and Arts Enrichment
- Work closely with school and leadership team to coordinate adult education, financial literacy, family engagement, and housing workshops
Support short and long term division-wide implementation of program planning and outcomes tracking; specifically, seek ways to improve school attendance, school attachment, academic self-efficacy, employment self-efficacy, skills for success (social-emotional skills), literacy, and lifelong learning.

Develop an enriching program schedule that reflects 15 hours a week of activities for afterschool program.

Work with school leadership to support day time events.

Support Division wide Touch-A-Truck and M5K fundraiser events.

Plan two Showcases a year.

Have the ability to adhere to a changing environment as needed and continue to provide services in person and virtually through Google Classroom or other virtual learning platforms.

**Administration**

- Supervise funder online system and administrative mandates to ensure 100% compliance with DYCD.
- Submit DYCD Workscopes by required deadlines.
- Submit Timesheets by the internal deadline.
- Track enrollment, attendance, and data entry to ensure program is on track to meet programmatic mandates and benchmarks.
- Ensure monthly reports are submitted by the 5th of each month.
- Lead out DYCD site visits.
- Attend all Division Leadership Meetings.
- Ensuring that DYCD/DOH program binders are updated on a monthly basis.
- Oversee monthly DYCD staff binder audits.
- Schedule and facilitate two parent events for the school year.
- Complete at least 15 hours of training annually.
- Submit subcontractors sign-in sheets on a monthly basis.
- Respond to DOH correspondence and correct violations as received.
- Adhere to internal Division Deadlines.
- Submit vacation requests 2 weeks before requested time off and sick time requests within two business days of time off.
- Oversee compliance with DOE/DOHMH School Age Child Care (SACC) and Summer Camp rules and regulations pertaining to staff hiring and clearances, trainings, safety, and related items and be listed as Site Director on SACC license.
- Any other tasks as identified by your Supervisor as they relate to your responsibilities.

**HOW TO APPLY**

Please send a cover letter and resume detailing your relevant experience to Alexander Mendez amendez@stnicksalliance.org with "Teaching Artist" in the subject line.

Print Name:_____________________
Signature:_____________________
Date:_______________________