After School Director Job Description

Job Title: After School Program Site Director
Reports to: ICAGeorgia Principal

POSITION SUMMARY
Under the direction of the ICAGeorgia Principal, the After-School Program Site Director collaborates with ICAGeorgia administrators and teachers to plan activities and create curricula while meeting the goals and mission of the program. The Site Director is responsible for maintaining the coordination, implementation, and administration of all enrichment/academic programs. S/he provides a safe, nurturing, and well-supervised after school program; be the liaison with parents, collaborators, school management, teachers, volunteers, and visitors to display the site and the program positively. This position is responsible for planning and development of the creative learning environment, establishment of interest centers, and preparation of needed materials and supplies. The Site Director’s ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed. The Site Director represents ICAGeorgia in the community and serve on site and/or organization committees, as needed/requested.

PRIMARY RESPONSIBILITIES
Program Development:
- Ability to create and implement fun, engaging developmentally appropriate activities in the areas of common core, character development, project based learning, fitness and recreation, academics/enrichment
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established ICAGeorgia procedures for notification to parents and ICAGeorgia administration.
- Implementation and successful delivery of the After-School Programs
- Maintain cleanliness in all program areas; including the upkeep of the equipment and facility in an acceptable manner and the set-up and breakdown during the program day to contribute to ongoing efforts to keep the ICAGeorgia orderly
- Communicates with ICAGeorgia administration, staff, parents, and school administration on a regular basis regarding program activities
- Design a site program schedule/calendar together with site team that includes a variety of educational, enrichment, and recreational activities that align with ICAGeorgia requirements
- Develop rapport and build relationships with faculty, staff and member families
- Manages monthly, or as needed, the site calendar completion, supply order requests, binder set-up, enrollment rosters, and emergency contact information
- Works with collaborative partners and other providers to implement programs that reinforce program success
- Ability to lead and supervise fitness activities, monitor behavior, oversee curriculum activities and perform housekeeping responsibilities
- Communicates effectively and in a professional manner with school administrators, school staff and parents on a regular basis regarding program activities and all other stakeholders
- Ability to make programmatic changes based on organizational requirements
- Ability to clearly convey messages regarding organizational policies, procedures and practices
- Ability to recognize potential issues and apply established ICAGeorgia procedures and problem solving methods as needed
- Ability to observe staff and member behavior, assess its appropriateness and apply the appropriate behavior management technique, positive redirection, or corrective action as necessary in order to support positive behavior choices
- Assists in marketing of programs for growth and retention
• Perform all other duties as assigned by the Principal

Program Management:
• Supervise, train, mentor, coach, and manage all staff, students and volunteers in the program
• Provide monthly goals to support site staff as contribution to professional development in line with the objectives, policies, and procedures of the organization
• Provides performance management, feedback, and timely performance evaluations
• Ability to work with, develop, lead, mentor, and supervise K-5 students in small and large groups
• Awareness of and adherence to site budget
• Ability to adhere to purchase order process
• Maintain comprehensive student and volunteer records and produce reports as required
• Hold staff accountable to weekly and monthly planning expectations as established by ICAGeorgia administration
• Assist in monitoring and collecting fees associated with on-site fee based programs.
• Enroll members in accordance with the ICAGeorgia regulations, maintaining all necessary attendance and member records for grant compliance
• Takes initiative in researching, proposing, and implementing fee based program opportunities

MINIMUM REQUIREMENTS
• Bachelor’s Degree: degree in the field of education preferred
• First Aid and CPR certification
• Must support the school’s mission, philosophies and goals
• Experience working in a school that utilizes a dual-language immersion model preferred
• Experience with elementary students
• Excellent organizational, planning and implementation skills
• Proven ability to demonstrate effective communication, professional standards and ethical behavior
• Ability to work effectively with school administration and school colleagues to ensure school culture and student achievement
• Possess excellent supervisory, administrative, and fiscal management skills
• Must pass a criminal background check and fingerprinting

SKILLS AND ABILITIES REQUIRED
• Knowledge of developmental needs of school age children
• Exercise professional judgment in making decisions
• Demonstrate a genuine interest in the student population and its needs
• Be a self-starter or self-motivated
• Use a computer and various software applications
• Excellent interpersonal skills
• Positive, inclusive, and welcoming attitude
• Strong work ethic and professionalism

WORK ENVIRONMENT
This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. Occasional lifting of materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Position Type: Hourly / Non-exempt
Positions Available: 1
Hourly Rate: $25.58 – $39.48
To Apply: Interested candidates should send (1) a cover letter summarizing skills, experience, and interest; (2) resume; and (3) the names, addresses, email addresses, and telephone numbers of at least
three professional references to employment@internationalcharteracademy.org. Applications without these requirements will be considered incomplete.