



After School Director Job Description

Job Title: After School Program Director

Reports To: Principal

Position Type: Part-Time

Position Summary

The After School Program Director is responsible for the full oversight, management, and growth of ICAGeorgia's After School Program (ASP). This position is dedicated exclusively to the planning, implementation, administration, and supervision of all after-school operations, including enrollment, billing, curriculum, activities, events, snacks, staffing, budget administration, and compliance.

The Director also coordinates and manages all school enrichment program scheduling and contract administration.

The After School Program Director supervises an assigned aide/assistant and ensures the program operates in a safe, organized, engaging, and mission-aligned manner that supports student development and family satisfaction within the budget.

Essential Responsibilities

Program Leadership & Operations

- Develop, implement, and maintain ASP policies and procedures.
- Plan, implement, and oversee all aspects of the After School Program
- Design and maintain a structured, engaging schedule of academic, enrichment, recreational, and character-building activities
- Develop curriculum and activity plans aligned to the school's mission
- Organize special events and family engagement opportunities
- Ensure proper setup, breakdown, cleanliness, and organization of all program areas
- Maintain a safe and well-supervised environment for students
- Maintain and administer student health records
- Respond promptly to student emergencies including injuries, illness, and health related incidents
- Perform emergency drills

Enrollment & Financial Management

- Manage student enrollment, registration, and waitlist
- Run lottery
- Manage attendance records
- Administer fee collection and ensure accurate financial tracking in collaboration with school administration
- Collect later pick up fees
- Monitor and adhere to the program budget and purchasing procedures
- Maintain required documentation and compliance records

Enrichment Program Scheduling

- Coordinate all school enrichment programming schedules
- Serve as liaison between enrichment providers and school administration
- Ensure alignment with school policies and operational expectations

Staff Supervision

- Supervise, train, and evaluate ASP aide/assistant
- Provide ongoing coaching and feedback
- Ensure proper student supervision and positive behavior management practices
- Maintain appropriate staff-to-student ratios

Communication & Family Engagement

- Communicate regularly with families regarding enrollment, billing, schedules, and student needs

- Serve as the primary point of contact for ASP families
- Collaborate with school leadership and staff to support student success
- Assist with program marketing and retention efforts

Compliance & Reporting

- Document and report incidents according to school procedures
- Maintain accurate emergency contact and student information
- Ensure adherence to all school policies and operational guidelines

Additional Duties

- Perform other related duties as assigned by the Principal

Minimum Qualifications

- Bachelor's Degree (Education or related field preferred)
- Experience working with elementary-aged students
- Demonstrated leadership and supervisory experience
- Strong organizational and fiscal management skills
- Excellent communication and interpersonal skills
- Ability to manage multiple responsibilities in a fast-paced environment
- Proficiency with computers and basic software systems
- Must pass criminal background check and fingerprinting
- Commitment to the mission and vision of ICAGeorgia

Knowledge, Skills, and Abilities

- Knowledge of developmental needs of school-age children
- Ability to lead structured and recreational activities
- Strong problem-solving and decision-making skills
- Ability to work independently and take initiative
- Professional demeanor and ethical conduct
- Ability to build positive relationships with students, families, and staff

Work Environment

This position requires the ability to manage a dynamic, student-centered environment with frequent activity and movement. Occasional lifting of materials may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Positions Available: 1

Hourly Rate: \$27.60 – \$44.77

Position Type: Part Time from 1:15 pm to 6:15 pm

To Apply:

Interested candidates should submit:

1. Cover letter
2. Resume
3. Three professional references

Email materials to: employment@internationalcharteracademy.org