

Job Summary:

The Administrator, CHOICES- After School Programs will plan, organize, and direct the After School operations and prevention program activities; coordinate, direct and monitor instructional activities, curriculum standards, personnel and communications to meet school district needs and enhance educational effectiveness of the After School programs; collaborate with internal and external partners; write grants, provide oversight, and manage grants/contracts; supervise and evaluate the performance of assigned personnel.

Essential Functions:

- Plan, organize, and direct the after school and prevention programs; establish and maintain related timelines and priorities; manage programs and activities to meet the goals and objectives; assure that related activities comply with established standards, requirements, laws, codes regulations, and policies.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; advise staff regarding professional development; assure employee understanding of established requirements.
- Coordinate after school program activities, communication and information between administrators, departments, staff, faculty, families, school districts, outside organizations, the community and various local, State and federal agencies; assure proper and timely resolution of staff, child and parent issues, concerns and conflicts.
- Identifies potential local leaders, school and community partners for the purpose of ensuring that prevention programs are developed.
- Provide consultation and technical expertise to administrators, staff, faculty, outside agencies, families and the public regarding after school programs; respond to inquiries and provide detailed and technical information concerning program operations, activities, services and related standards, requirements, laws, regulations, policies and procedures.
- Coordinate activities to enhance faculty and staff understanding of educational practices, curriculum standards and instructional strategies; develop, implement and conduct staff and parent training sessions to enhance understanding of after school standards, practices, and procedures.
- Plan, organize and direct registration services to facilitate and enhance enrollment in all after school programs; review, verify and evaluate program applications; monitor and approve enrollment as appropriate.
- Assure adequate resources and personnel to meet after school program needs.
- Participate in the preparation and development of the annual preliminary budget for after school programs; review and evaluate budgetary and financial data; control expenditures and assure compliance with established limitations; research and obtain grant funding as directed; prepare related documents and correspondence.
- Monitor and evaluate program services and activities for educational effectiveness and operational efficiency; develop and implement policies and procedures to enhance the educational effectiveness and operational efficiency of after school.
- Oversee and participate in the preparation and maintenance of various records, reports and files related to children, enrollment, reimbursements, attendance, food programs, funding, compliance action plans, parents and assigned activities.
- Direct and participate in the compilation and evaluation of enrollment and attendance data for assigned programs monitor area demographics and adjust programs to meet community needs as appropriate.
- Provide technical information and assistance to the Assistant Superintendent regarding after school activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Work with partner agencies to develop subcontract proposals for submission of services.
- Attend and conduct various meetings as assigned; prepare agendas; attend and participate in various community and State meetings and events, councils and boards as directed; prepare and deliver oral presentations concerning after school programs.
- Performs other related duties as may be assigned by the Assistant Superintendent or Superintendent.

Skills, Knowledge and/or Abilities:

- **Knowledge of:**
 - Budget preparation and management. Ability to work with multiple budgets.
 - Oral and written communication skills.
 - After school/expanded learning, practices and procedures involved in providing high-quality learning activities.
 - California Expanded Learning 12 Quality Standards, curriculum standards and procedures including California State Content Standards.

- Instructional techniques and strategies related to assigned programs.
 - Local, State and Federal standards and requirements governing after school/expanded learning programs including applicable laws, codes, regulations, policies and procedures.
 - Policies and objectives of assigned programs and activities.
 - Principles and practices of administration, supervision and training.
 - Interpersonal skills using tact, patience and courtesy
 - Supervision of staff for multiple sites
 - Collaboration methodology and strategies
 - Current trends and research concerning youth development
 - Grant writing
 - Organizing and prioritizing work to meet schedules and timelines
 - Computer skills
 - Evaluating staff
- **Skills/Ability to:**
 - Assess after school program effectiveness.
 - Operate a computer and assigned software.
 - Plan, organize and direct after school/expanded learning program operations and activities including, but not limited to, instructional activities, curriculum standards, personnel management, community partners, and communications.
 - Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
 - Analyze situations accurately and adopt an effective course of action.
 - Supervise and evaluate the performance of assigned personnel.
 - Assure proper and timely resolution of department issues, concerns and conflicts.
 - Coordinate professional development activities.
 - Communicate effectively both orally and in writing.
 - Interpret, apply and explain rules, regulations, policies and procedures.
 - Establish and maintain cooperative and effective working relationships with others.
 - Meet schedules and timelines.
 - Work independently.
 - Oversee and participate in the preparation and maintenance of various records, reports and files related to assigned activities.
 - operate a variety of office and presentation equipment;
 - make presentations to small and large groups using technology;

Experience Required:

- Three years of administrative experience as a Vice-Principal, Principal, Administrator, Director or Coordinator, that included supervision of staff.

Education Required:

- Bachelor's degree
- Administrative Services Credential
- Master's degree is preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: *Exempt*

February 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.