

Job Summary:

The Manager of After School Program oversees the ongoing planning and operations of a high quality, personalized education program for students and upholds the mission and values of Tulare County Office of Education Choices Program.

Essential Functions:

- Works closely with Principal and leadership team at the district/school site to create an after school program that aligns with the vision and goals of the overall school site and Choices ASP.
- Directly oversees the after school program, including student schedule and staff schedule
- Interviews, hires, evaluates and coaches after school program staff
- Serves as a liaison between TCOE and administrative personnel, outside organizations or the public concerning assigned area.
- Tracks student information and maintains accurate student records, including attendance, in accordance with grant requirements.
- Records staff hours and processes timesheets and other personnel documents in accordance with TCOE procedures
- Tracks after school program students' academic performance to ensure continual progress
- Supports classroom systems/procedures and helps ASP staff manage student behavior to ensure all students' well-being and to ensure they are fully engaged in their learning
- Organizes informational meetings, orientations, and other forums to for the purpose of developing the after school program.
- Demonstrates knowledge of, and support, TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Performs other related duties as required and assigned

Skills, Knowledge and/or Abilities:

- **Knowledge of:**
 - Budget preparation and management. Ability to work with multiple budgets.
 - 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
 - Evaluating staff
 - Knowledge of child cognitive development and different learning styles
- **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;
- Implement Instructional Guidelines and Best Practices
- Ability and willingness to reflect and improve own performance
- Strong written and verbal communication skills.
- Collaborate with colleagues, parents and community
- Strong organizational skills

Experience Required:

- Three years of experience in an After School Program.
- Management experience in a nonprofit, school, or service business preferred.
- Teaching experience preferred.

Education Required:

- Bachelor's degree required.
- Teaching or Administrative Services Credential preferred.
- 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*

May 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.