Job Title: Director, CHOICES After School Programs (9851)

Job Summary:
Under the direction of the Administrator, CHOICES programs, the Director of the CHOICES After School Program will oversee 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 Superintendent/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.
- Visit school sites and classrooms regularly to ensure program effectiveness.
- Directly oversees the after school program.
- Creates and maintains 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 program.
- Tracks student information and maintains accurate student records, including attendance, in accordance with grant requirements.
- Provides training and professional development opportunities for appropriate personnel.
- 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.
- 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 with an After School Program.
• Management experience in a nonprofit, school, or service business preferred.
• Teaching experience preferred.
• Administrative experience required.

Education Required:
• Bachelor's degree required.
• Administrative Services Credential required.
• 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

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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.