

Job Description: Before/After/Summer School Program Director

The qualifications for the director of this program must begin with someone who is genuine, has a positive attitude, is energetic and able to create positive relationships with all stakeholders. Accurate, timely and effective communication will be a key component required of anyone hired for this position. There are a wide variety of stakeholders (students, parents, teachers, school administrators, transportation director, curriculum coordinators and Superintendent) associated with this program and the Director must be able to effectively work with all parties to ensure an organized and efficient program. The Director will be a part of our district leadership and will attend leadership meetings as needed. The Director will ensure that the program supports the USD 434 district mission and vision in providing quality education support and enhancement. The Director must be able to create lesson plans and work with support staff to ensure plans are carried out effectively by support staff. The Director must hire, train, coordinate, manage and evaluate staff. This position will require the Director to work with K-8 students in a common environment and maintain a safe, orderly and effective learning environment. The Director would also need technology skills and the ability to manage a budget for the program. The director's contract will be twelve months in length with vacation days. Salary and terms of the contract will be based on the level of education, qualifications and skill set of the candidate.