

ANSONIA PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: Project Director, Charger Club After School Program

BRIEF DESCRIPTION: Lead position for after school program serving 100 students in Grades 6-8. Responsible for executing program according to the guidelines of the Connecticut State Department of Education 21st Century Community Learning Center Program and the approved program for Ansonia Public Schools. Director oversees program that meets the needs and interests of the students and their parents, manages the staff and operations, maintains and strengthens relationships the program's community partners, and meets all state and grant requirements.

REPORTS TO: Ansonia Superintendent of Schools or his/her designee

REQUIRED EDUCATION: A bachelor's degree in Education or related field with a minimum of five years of experience working in the after school field, three of which must be at a leadership level.

DEFINING ATTRIBUTES:

- Considerable knowledge of grant preparation, budget preparation, administration, program evaluation, compliance and monitoring;
- Displays a commitment to excellence in after school programs;
- Has familiarity with Ansonia and the needs of Ansonia families and embraces the cultural diversity of the community;
- Is able to easily establish a rapport with the students and their parents/guardians involved in the after school program;
- Is familiar with and complies with school policies, procedures, and programs;
- Communicates and collaborates effectively with program staff;
- Has superior organization and communication skills;
- Has advanced computer skills, including MS Office and Google for Education;
- Has familiarity and experience with CT State Department of Education grant programs, management and reporting.
- Maintains the highest level of confidentiality and privacy rights of students and parents;
- Is able to prioritize work, to self-motivate, use time effectively, and work independently with attention to detail.

PERFORMANCE RESPONSIBILITIES:

- Takes the lead with the State Department of Education and its affiliates, including CREC, to comply with all requirements of the 21st Century Grant.
- Attends mandatory State Department of Education meetings and trainings, as well as evaluations of programs with Quality Advisors and SDE Managers.
- Manages the grant funds with the support and approval of the district's Grants Manager, including purchasing, and provides all reports and budget revisions, as needed, in compliance with all timelines.

- Hires lead staff in conjunction with the school administration and assists lead staff in hiring and retaining their staff.
- Provides professional development, as needed, for all staff.
- Oversees program-related services needed to operate the after school program, including but not limited to, transportation and nutrition.
- Maintains working relationships with partnering agencies of the program, communicating regularly and providing lead time for all mandatory data and reporting.
- Oversees the Charger Club Advisory Committee and collaborates with community-based organizations who are partnering with Ansonia Public Schools on the project.
- Maintains webpage for the Charger Club via the Ansonia Public Schools website and provides information for the Charger Club Facebook page, which is maintained by the Assistant Project Director.
- Reports to the Superintendent and the Ansonia Board of Education on the Charger Club Program at least once each year but preferably, on a quarterly basis.
- Maintains program records and works closely with the Assistant Project Director on daily attendance, family engagement programs, and all reporting requirements on the 21st Century Community Learning Center Grant;
- Seeks funding and other in-kind support for the program in order to sustain the current level of programming and services.
- Completes the 21st Century Community Learning Center Grant application prior to the end of the grant funding.
- Any other duties related to after school programming, as requested by the Superintendent of Schools or his/her designee

HOURS AND FUNDING OF POSITION:

The position requires after school hours of work on all program days, as well as additional hours for planning and family engagement activities. The position will require occasional hours during the evening and/or weekends, as necessary. The average hours each week is 10.

The salary for the position is \$10,000, prorated from July 1, and it is contingent upon continued funding from the 21st Century Community Learning Center Program grant. The grant was approved for five years of funding, from 2021-2025, but funding is contingent upon meeting the high quality standards of this grant program.