

Example  
21<sup>st</sup> Century Community Learning Centers (CCLC)  
Program Director Position Description

The primary purpose of the 21st CCLC Program Director position is to ensure the development and implementation of a high-quality expanded learning program for students and their families. The Program Director is responsible for the overall communication, leadership, partnership, hiring, budgeting, monitoring, professional development, data collection and reporting requirements. The Program Director also works to sustain the program in years 4, 5 and beyond the end of the grant.

Duties and responsibilities include, but is not limited to:

- Establishes and maintains positive and respectful working relationships with students, school day staff, program staff, administration, parents/guardians, and community partners and members.
- Works to ensure all 21<sup>st</sup> CCLC grant requirements are followed (data collection/sharing, program hours, transportation, meals, emergency preparedness plans and implementation, staffing, and grant specifics).
- Works to align school day and 21st CCLC program (students' needs, academic support, enrichment opportunities, behavioral procedures, staffing, family engagement, sharing of space, data collection, staff meetings, etc.)
- Works to ensure adequate staffing and manages hiring processes and procedures.
- Provides required on-boarding procedures for new staff and volunteers and mitigates staffing turnover.
- Provides and coordinates regularly scheduled staff meetings and professional development to support the work of all 21<sup>st</sup> CCLC staff and volunteers.
- Participates in required professional development and technical assistance provided by ODE and their partners.
- Oversees the 21st CCLC Continuous Quality Improvement Process (CQIP) of the overall 21st CCLC grant program. Ability to collect data, interpret data, draw valid conclusions in collaboration with staff, school leaders, and advisory board to create relevant action plans and high interest programs.
- Submits all reports required by ODE (Local Evaluation Reports, Action Plan, Program Quality Reflection Tool, Annual Budgets and submission of program/budget amendments.).
- Connects with community partners for both academic and enrichment opportunities, and builds relationships for sustainability with potential funders.
- Provides presentations about the 21<sup>st</sup> CCLC program to staff, partners and the public to raise awareness, support and the continuous quality improvement of the 21st CCLC program.
- Builds and guides a sustainability team to address reduced funding in years four, five and beyond the grant cycle.
- Works directly with the fiscal office to create, maintain, and ensure funds are used in accordance with state and federal requirements.

- Schedules educational activities, programs, and events to support student academic success and enrichment as well as family engagement and support.
- Facilitate regular governance/advisory board meetings.
- Ability to supervise Center Coordinators and works collaboratively to ensure high-quality programming and instruction is in place.
- Works closely with the district transportation and food service department for 21st CCLC meals and transportation needs.
- Meets regularly with the principals, program partners, and other district personnel to ensure programming is meeting the needs of students and families.
- Provides guidance and is responsible for program volunteers and ensuring compliance with district processes.
- Demonstrates understanding of and support for district core values, district mission, district strategic plan, and school improvement plans.
- Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
- Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- Responds to questions and other information requests from families, students, staff, school personnel, and community members.
- Develops and provides consistent and relevant family engagement activities that build on the values and needs of the families, students and community.