



After School Discovery Job Description Quest 305 -- Lakeside Junior High

Title: Program / Site Manager

Qualifications:

- College classes or degree in education/related field
- Ability to communicate effectively with staff, administration, and others to plan and implement program goals and carry out the mission of After School Discovery.
- Ability to supervise staff
- Working knowledge of Core Content Standards
- Experience in designing/implementing educationally based programming
- Computer literate with Microsoft and Google applications

Responsible to: Executive Director

Requirements: Available to work 2 – 6 pm, Mondays – Thursdays, plus planning times; part time
Meet training requirements
FBI and BCII background records check clearance
Meet ODE requirements as a Program/Site Manager

Performance Responsibilities:

1. Take action steps to plan, implement, and evaluate the Program so that it aligns with the written goals for the program, the mission of After School Discovery and help students meet Core Content Standards.
2. Supervise staff to support meeting their job responsibilities
3. Maintain day to day operations.
4. Establish and maintain lines of communication Establish and maintain lines of communication with students, families, After School Discovery administration and District/schools staff and administration.
5. Maintain ODE compliance for 21st CCLC programming.
6. Collect and maintain data and use to make strategic program changes.
7. Assure that written reports are turned in as requested.
8. Attend required trainings and meetings.
9. Assure professional development for program staff.
10. Communicate with Supervisor to review student/other information, review progress being made toward program goals and make recommendations for needed changes that will enhance the program.
11. Other duties as requested by the Executive Director.

Salary: Salary dependent on education and experience.

Respond to info@afterschooldiscovery.com or mail resume to ASD,
P.O. Box 113, Ashtabula, Ohio 44005-0113