

## **After School Program Director Kid Street Learning Charter School**

### **Definition:**

The After School Program Director will plan for and facilitate a wide variety of social, recreational, community activities and academic interventions for a child enrichment program working within the requirements of the ASES grant. Will collaborate with teachers to implement and provide quality learning interventions that promote academic growth. Will direct and participate in collaboration and communication with others regarding the program needs, offerings, and other applicable program issues.

### **Duties and Responsibilities**

1. Maintain ASES requirements including, but not limited to: Program Plan, attendance, and snacks.
2. Review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
3. Use student data to meet academic needs during the academic component of the program. Consult with charter school teachers as needed to better meet student academic needs.
4. Create and oversee rules and behavior expectations for all students.
5. Supervise and evaluate program staff and Interns.
6. Pursue and arrange staff and intern development opportunities.
7. Monitor program activities and direct the work of programs impacting recreation, social, cultural activities, and academic interventions.
8. Administer first aid to students as necessary.
9. Facilitate parental notifications (telephone and/or written form).
10. Attend meetings and trainings as requested.
11. Oversee the maintaining of a safe environment for students (facilities, equipment, ect.).
12. Monitor the set up and maintenance of program facilities and activities.
13. Provide assistance and support to staff and volunteers within the program.
14. Recruit, interview, schedule, supervise, and evaluate if applicable, all volunteers and interns in the after school program.
15. Oversees cleanup and lockup routines at the end of each day.



**Ability to:**

1. Manage large groups of students and facilitate effective small group supervision.
2. Relate positively with Children using effective behavior management techniques.
3. Relate positively with staff, volunteers, and parents on a daily basis.
4. Speak and write effectively.
5. Work within program schedules.
6. Lift, carry, push, pull, bend, kneel, run and crawl.
7. Lift 25 pounds.
8. Carry 15 pounds.

**Minimum Qualifications:**

1. Fingerprint clearance required.
2. TB clearance required.
3. CPR certified.
4. Associated Degree or higher.
5. Experience working in an after school program setting, preferably in a director role.
6. Experience with reporting and grant maintenance preferred.
7. Experience with Microsoft Office: Excel, Outlook, and Word.

**Calendar:** 10-month position. Calendar runs from August 9th, 2018-May 31st, 2019. Daily hours are 9:45am-6:15pm (8.0 hours daily), Some additional time may be necessary. Flexibility on hours to a certain extent.

**Applying for this position:**

You must submit your letter of intention/cover letter and Resume in order to qualify for a interview.

**About Kid Street Charter School:**

Kid Street Learning Center Charter School and After School Program works with children in Transitional Kindergarten through 6th Grades.

The After School Program: The after school program is open Monday-Friday from 3:00-6:00pm (Kinder Klub is open 1:00pm-3:00pm M-F), and Wednesdays from 1:00-6:00pm. Our goal is to provide a safe and nurturing environment while our kids discover new hobbies and activities that will both be therapeutic and help stimulate their minds. We provide an academic program in which the After School Program



Staff collaborates with the Charter School teachers. Students complete the homework from the school day and then move onto other skill-based activities that the classroom teachers have provided to students on an individual, small group, or whole class basis. Additionally, many small group activities are available for enrichment. These include: arts and crafts, dance, cheerleading, theatre, science club, woodworking, gardening, sports, fashion design, karate, photography, music, group games, and cooperative and individual sports.

Additionally, Kid Street has been extremely successful in helping and serving the at-risk community. A small group of the children have experienced innumerable negative experiences by the time they enroll at Kid Street. That being said, Kid Street has developed a holistic educational model that supports positive behavior, the love of learning and positive emotional development. Kid Street uses the Toolbox curriculum, a counseling program and parenting classes to meet the additional needs of certain students.

Please visit our website for more info: [www.kstreet.org](http://www.kstreet.org)