**Director: 21st Century Community Learning Centers**

**ACE Program**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Curriculum and Instruction

**Dept/Campus:** Instructional Services **Paygrade**: Pro-5

**Wage/Hour Status:** Exempt **Date Revised**: June 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

The 21st Century Community Learning Center (21st CCLC) Director will provide leadership and ongoing development, implementation and management of out-of-school time educational enrichment programs for youth and parents of Texarkana ISD. The Project Director focus will be to coordinate planning and evaluations, implement improvements, and facilitate program training and services. This program is part of Afterschool Centers on Education (ACE), a comprehensive academic program funded by the Texas Education Agency.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree required

Master’s degree preferred

**Special Knowledge/Skills:**

Strong communication, public relations, and interpersonal skills

Strong organization and time management skills

Excellent written and verbal communication skills

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Strong technology skills

Calm and patient demeanor with students and others

**Experience:**

Three years experience in an educational and/or social setting

Supervisory experience of small to medium teams

Experience in fiscal/budget management and data reporting

Demonstrated competence in program development, marketing, implementation, and evaluation

Working knowledge of local youth service organizations

Strong background in working in communities of high-need

Strong background in working in out-of-school time programs

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Program Management**

1. Articulate the Texas ACE Vision, Mission, and Objectives to staff, administrators, students, families, and community leaders to generate support in identifying problems and generating solutions through collaborative discussions in regular meetings.
2. Coordinate the Texas ACE Program implementation at each Center with the Site Coordinator, appropriate District Administrators, participating Center Administrators, and Service Providers.
3. Develop and implement marketing & recruiting strategies along with appropriate communication goals and objectives for all centers.
4. Plan, create, implement, and evaluate (with both internal and external evaluators) all aspects of 21st Century Community Learning Center for school students and families.
5. Present opportunities to provide students a broad array of additional programs, activities and services to reinforce and complement a regular school day.
6. Manage and document program logistics, including but not limited to each center and the overall budget, policy, equipment, contracts, program participation, safety, timesheets, and data.
7. Recruit, train and directly supervise and evaluate personnel to ensure high program quality, student success, and achievement of program outcomes.
8. Recruit and retain participants in programming in coordination with staff.
9. Maintain working relationships with district administrators and school site administrators and staff to support the integration of programs into the school.
10. Ensure services provided have the desired impact on participants by reviewing data regularly and monitoring and evaluating the progress of service providers towards required outcomes and working with the evaluator on all aspects of data collection.
11. Work closely with the administrative staff to communicate priorities and goals of the program as they align to the school while engaging and developing parent and community leadership in the decision-making process.
12. Offer Opportunities for parents and students to engage in Family Engagement Activities.
13. Collaborate with site coordinators and campus staff to ensure program variety remains unique and challenging.
14. Respond to concerns of participating campus administrators and service providers.

**Instructional Leadership**

1. Work closely with school administrators and staff in developing a curriculum consistent with project framework, philosophy and goals and in alignment with school-day content and operations.
2. Coordinate and evaluate the curricula and instructional programs and make appropriate recommendations for changes/modifications.
3. Research and apply best practices to the design and continuous improvement of all project related activities.
4. Develop and update instruments for assessment including benchmarks.

**Additional Program Management**

1. Report weekly on progress, challenges, lessons learned, and any potential modifications being considered.
2. Prepare and provide reports as required while maintaining appropriate compliance and data activities.
3. Serve as Liaison for TEA, District, and Center in regard to the Texas ACE Program.
4. Attend and participate in all required Texas ACE Trainings, webinars, conference calls, meetings, and school related activities at the school sites and administrative offices.
5. Serve on school, district and/or community advisory boards and/or committees related to program content as necessary.
6. Perform such other duties and assume such other responsibilities as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of site coordinators and collaborate in the supervision of center staff.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

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Supervisor Date

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