

21CCLC Program Director

Morgan County R-I

Job Description

**Qualifications:** Bachelor Degree in Education. Educational Administration Certificate preferred. Employees must meet employment requirements included in the 21 CCLC grant guidelines and also successfully pass a criminal background check. Employee must have outstanding leadership skills, the ability to manage an effective school program, and be able to foster a climate of collaboration between various stakeholders. Preferences will include experience working with children.

**Requirements (Essential Functions):** Each employee in this position must be able to concentrate, think, learn, read, and communicate verbally and in writing.

**Supervisor(s):** Superintendent

**Job Goal:** To work with supervisors, students, and parents to facilitate a smooth, positive operation of the 21CCLC program. As the chief administrative and financial officer of the program, the Program Director will be responsible for administration of the grant programming, monitoring the effectiveness of the program, and for providing assurance that activities defined in the 21CCLC grant are completed as defined in the application.

**General Expectations:**

Each employee of the Morgan County R-I School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of a productive member of society. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

**Specific Responsibilities:**

1. Hiring, supervising, and evaluating of all grant funded positions.
2. Maintaining the 21CCLC webpage on the district website.
3. Publishing the quarterly 21CCLC newsletter and other recruitment materials.
4. Approving grant funded curriculum and assuring alignment to the district curriculum, grant goals, Show-Me Standards, and state standards.
5. Presiding at the Executive and Advisory Committee meetings.
6. Collaborating with grant partners and evaluator.
7. Coordinate and assure appropriate data is collected and reported to KidsCare as required.
8. Completing all required 21CCLC reports with accuracy and in a timely manner.
9. Coordinating professional development for grant funded staff
10. Assuring all grant monies are spent according to the grant guidelines and district accounting procedures.
11. Coordinating outreach with school personnel, parents, the community, and media.
12. Managing public relations to promote the 21 CCLC program.
13. Making recommendations for improvement in the 21 CCLC program.

**Miscellaneous**

1. Other duties as assigned by the Superintendent.

**Evaluations:**

Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.