

Job Description: KCLC Program Director

Accountable to: KPSF Board & KPS Director of Student Services & Safety

Classification: Permanent Exempt 1FTE

Job Summary

The KCLC Director plans and leads the day-to-day operation of the after-school program at Kearney Public Schools. This individual develops afterschool programming that provides academic support and enrichment activities for children and reflects the mission to

Qualifications

- A bachelor's degree in child development or education, or equivalent experience.
- Ability to plan fun educational programs and safe child care.
- Knowledge of budgeting for grants and general operations.
- Ability to recruit, train and lead staff for the KCLC locations.
- Financial management skills.
- Commitment to customer service.
- Dedication to the well-being of children.
- Appreciation for the uniqueness of a diverse group of children.

Duties and Responsibilities

- Program
 - Lead the development, design and delivery of age-appropriate program plans for the KCLC school year and summer program.
 - Coordinate program supplies and food service.
 - Recruit and schedule afterschool teachers, community partners, parents and volunteers to support activity offerings and individual student term schedules.
- Staffing
 - Recruit, place, train, supervise, and evaluate staff to deliver quality program.
 - Plan and schedule staffing of the KCLC locations to maintain appropriate levels at each site.
 - Provide relevant and required professional development for staff.
 - Ensure timely and complete reports to the Foundation for payroll.
- Financial Management
 - Oversee the collection of parent fees and HHS reimbursements.
 - With the KPS Foundation Director, create an annual budget for the board of the KPS Foundation.
 - Arrange payment of KCLC expenditures.
 - Create and maintain 21st Century Community Learning Center annual budgets and uploads to BMS. Work with the KPS Finance Department on all reimbursements and reports.
- Grants Management
 - Manage requirements of existing grants including 21st Century Learning Center, USDA, and Beyond School Bells
 - Seek additional funding sources related to afterschool program sponsorship, grants, and contributions.

- Write, manage, and maintain grant reports. Submit reports through Access database and federal reporting system.
- Attend required trainings and provide professional development for KCLC staff.
- Manages required assessments, including monitoring meetings, UNMC outside assessments,
- **Communication & Marketing**
 - Communicate with parents about student progress, attendance, changes or concerns.
 - Communicate with school-day teachers about program student participation and progress.
 - Communicate with school principals, District representatives, and KPS Foundation Board about all aspects of the afterschool program.
 - Support the communication function of both KPS and the KPS Foundation with photo's, narratives and speaking engagements as requested.
- **Legal Compliance**
 - Adhere to the appropriate laws regarding childcare services, Policies of Kearney Public Schools, and employment law.
 - Maintains policies and procedures for students, afterschool teachers, community partners, volunteers, tutors and parents.
 - Updates Parent and Staff handbooks as needed.

Special Demand

This position requires prolonged periods of sitting and repetitive hand motions. This position occasionally requires the ability to lift approximately 25 pounds.

ACKNOWLEDGEMENT

THE SIGNATURES BELOW SERVE AS ACKNOWLEDGEMENT THAT THIS JOB DESCRIPTION HAS BEEN READ AND DISCUSSED WITH THE SUPERVISOR. I ALSO AGREE TO WORK THE ALLOTTED AMOUNT OF DAYS AS DESCRIBED ABOVE.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____