

seeds



After School Program Director

Summary

The Program Director ensures that SEEDS After School Program

1. Serves local youth and their families with high quality academic and cultural enrichment opportunities in a safe learning environment
2. Maintains compliance at each after school site with all LARA and MDE requirements
3. Integrates program activities with the broader SEEDS mission and goals, prioritizing Eco-STEM and related Humanities youth experiences

Essential Job Duties

- Cultivating and stewarding relationships with school administrators and staff including
 - At least one meeting per semester with district administrators
 - Prompt troubleshooting of any difficult issues between SEEDS and program school sites
 - Annual written summary reports suitable for presentation to School Boards
- Be available on-call until 7 pm every program night to support site coordinators and address issues
- Review 21CCLC financial budget vs. actuals monthly, including
 - Adjust forecasts, as needed
 - Convey expenditure information and direction as appropriate to Site Coordinators
 - Support the coordination and reporting of other intersecting resources (e.g. volunteer hours, or grants that provide additional dollars for programming)
- Promote satisfaction and morale amongst teaching & learning staff and volunteers
 - Read and respond to weekly Site Coordinator and VISTA update surveys
 - Recruit and orient new After School staff, as needed
 - Monitor program quality and inspire continuous improvement
 - Plan and lead regular in-person Regional and Circle meetings
 - Provide appropriate professional development opportunities for after school employees
- Supervise and provide leadership for Site Coordinators, Education Program Quality Coach, and Local Evaluator, including:
 - Bi-weekly visits to each 21CCLC site, and provide feedback to the site coordinator
 - Review and approve direct report timesheets and expense reports
 - Review After School roles and accountabilities, defining expectations and timelines
 - Define SMART goals and metrics for direct reports
 - Engage in 6-month check-in conversations with direct reports, and provide frequent opportunities for coaching
- Steward working relationship with assigned Michigan Department of Education (MDE) managers/consultants including
 - Participate in monthly MDE Program Director conference calls
 - Communicate any key personnel and/or major program changes to MDE
 - Provide reports as required and requested by MDE including EZ reports by the 10th of each month and annual Program Improvement Goals for each site

- Attend annual Project Director Institute in Lansing, and annual spring and/or fall conferences with Site Coordinators
- Steward working relationship with regional DHHS/LARA Consultants including
 - Oversee new LARA Child Care License applications, license renewals, and compliance
 - Train Site Coordinators to be aware of, and compliant with, all LARA requirements
 - Assure compliant LARA records for each after school site
 - Assure that new site staff receive adequate training in LARA compliance, and that new facilities are set up to meet LARA standards
 - Respond to concerning LARA incident reports and create corrective action plans, as needed
 - Facilitate annual review of files and licensing notebooks at each 21CCLC After School Site

Requirements

- College degree, education-related advanced degree preferred, or equivalent work experience
- 5+ years experience working in K-12 education
- Supervisory/Management experience
- Excellent verbal communication skills practiced with both children and adults
- Proven written communication skills
- Conflict resolution skills
- Ability to create workflows, systems, procedures, checklists, reporting templates and formats
- Excellent driving record
- Ties to local community preferred
- Budget management experience
- Ability to work some evenings and occasional weekends
- Local travel between sites
- Willingness to attend occasional conferences, offsite meetings and professional development opportunities
- Ability to pass the Child Care Background Check
- Salaried/Exempt 32 – 40 hours per week
- Starting salary equivalent to \$19 – 21/hour