

Hyde County Schools

21st CCLC Program Manager

POSITION SUMMARY

The 21st Century Community Learning Center Program Manager is directly responsible for the oversight of programs and operations for the Hyde 21st CCLC under the guidelines of the Hyde 21st CCLC grant.

MINIMUM TRAINING AND PREFERRED EXPERIENCE

- Bachelor's degree preferred or commensurate education experience
- College course work in education/youth issues, preferred
- Experience with out-of-school program, or similar experience in organizational planning and supervision of activities based on the development and educational needs of youth

SPECIAL KNOWLEDGE/SKILLS

- Knowledge of group leadership or management skills
- Strong organizational, communication, and interpersonal skills
- Knowledge of principles related to development of youth between 5 and 18 years of age

SALARY: Pay Grade 66 North Carolina Salary Schedule (www.ncpublicschools.org)

EMPLOYMENT TERM

- 12 months
- Full-time with benefits
- Position is subject to grant approval on an annual basis

ESSENTIAL FUNCTIONS

The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Coordinate structured activities and day-to-day operations of the Mattamuskeet School campus afterschool program and summer program in compliance with all grant guidelines with the goal of improving student academics, attendance behavior, promotion rates, and graduation rates
- Compile regular reports reflecting all activities, attendance, participation, or other data as needed and enter data in federal reporting system, as required
- Maintain daily contact with program and administrative staff to discuss issues and customize programming
- Work collaboratively with Site Coordinator from the second Hyde 21st CCLC site
- Ensure 21st CCLC programming and staff is in-compliance with organizational policies and procedures
- Require, manage, and provide staff development opportunities for staff and volunteers
- Conduct regular staff meetings
- Organize efforts to recruit and negotiate community-based organizations and volunteers for the program including parents and community leaders
- Maintain marketing and public relations protocols to increase the visibility of the after-school programs, services, and activities within the community including hosting 21st CCLC booths at open houses, parent nights, health fairs, etc.
- Attend NC DPI 21st CCLC meetings with the Director of Student Services

- Perform all other duties as assigned

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee occasionally required to sit and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up 20 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

This Position Reports Directly To: Director of Student Services

FSLA Status: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

APPLICATION PROCEDURE

Interested persons may apply via the Hyde County Schools website application portal <http://bit.ly/1UVEMQQ> by submitting a letter of application, an online application, a copy of all college transcripts that show date degree granted, PRAXIS or NTE scores, a copy of your latest teaching certificate, and any other data that you believe would be relevant.