

Brighten Academy

After School Program Director

Primary Function:

Assists ASP teachers in primary responsibilities

Oversees program design and functionality

Requirements:

Education Level: High School Diploma required; College Degree preferred; Education coursework preferred

Certification/License: Current CPR Certification required (or willingness to attain certification)

Physical Activities: Routine physical activities that are required to fulfill job responsibilities

Proficient Skills: Computer and bookkeeping/recordkeeping skills; general knowledge of all office equipment; proficient knowledge of Excel, Word, PowerPoint and Publisher; maintain confidentiality; effective verbal and written communication skills; ability to communicate professionally with students, parents, staff, and the community

Essential Duties:

- Create and monitor a budget for the program, to include staffing, consumable supplies, program enhancements, and projected income
- Evaluate and support ASP staff
- Follow all school procedures
- Ensure the program is supplied with consumable student-use materials, as well as student activity supplies that enhance program offerings
- Verify hours submitted for monthly payroll calculations
- Process ASP billing and deposits into the accounting software
- Inform parents of balances via invoice statements
- Make monthly reports to school administration and as requested
- Coordinate with after school clubs and extra curricular activities to share the facility space and supervise students
- Ensure students, ASP staff, and parents abide by the policies set forth by the school and in the handbook
- Develop curricula to support the program as needed
- Evaluate and refine the ASP class schedule and resources to support the needs of participating students
- Evaluate and refine ASP procedures to support the program and its operation
- Hold families accountable for ASP debt, in accordance with the policy
- Determine and coordinate staff training

Reports to: Operations Administrator

Terms of Employment: 180 Days

Work Day Schedule: Hours to be determined by administration and can have some flexibility; must be available to work beyond 6:00pm. ASP is offered until 6:00 pm on school days.

Salary Range: \$20-\$25 per hour, with work to be less than 25 hours per week

Benefits Eligible: No

DRAFT