

Manchester School District, SAU #37

Human Resources Department

20 Hecker Street, Manchester, NH 03102
Phone: 603-624-6300 ~ Fax: 603-413-3468
www.mansd.org

PLEASE POST PROMOTIONAL POSITION

Affiliated with Directors and Coordinators Unit

POSTED DATE: June 5, 2019 – until filled
POSITION: Program Director – 21st Century Learning Centers
LOCATION: Administration Office

Minimum Qualifications and Requirements:

- Bachelor's degree required
- 5 years' experience managing afterschool programs and providing school-based and/or community related programming for students K-8
- Ability to prepare, manage, track, and balance program budgets
- 5 years' administrative and supervisory experience - preferably in a school setting
- Experience establishing and maintaining positive relationships with community agencies and contractors
- Excellent organizational skills
- Strong computer/technology proficiency
- Excellent verbal and written communication skills
- Experience managing federal, state, and local grants
- Grant writing experience and a proven track record in program sustainability a plus
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Specific Core Function:

To plan, develop, implement, and manage all aspects of the federally-funded 21st CCLC afterschool program at twelve Manchester school sites (eight elementary and four middle schools). The goal of the program is to provide viable after school and summer programming that will inspire all students to reach their potential academically, socially, and personally.

Responsibilities of the Position:

- Provide leadership, direction, and supervision in all aspects of the federally-funded 21st Century Community Learning Centers afterschool program.
- Ensure compliance with local, state, and federal grant requirements/policies.
- Oversee and authorize all program expenditures and revenue in accordance with MSD financial policies and procedures.
- Recruit, hire, and supervise program staff.
- Work cooperatively and effectively with MSD principals and district administration as well as with all partnering agencies/organizations.
- Collaborate with school principals and teaching staff to integrate after school instruction/activities with the school curriculum.
- Compile data and produce reports as required by local, state and federal administrators/agencies.
- Participate in all 21st CCLC meetings, activities, and trainings/workshops as required by the 21st CCLC program coordinators at the NH Department of Education.

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Sherri Nichols; the 504 Coordinator is Mary Steady. Please see above for contact information.

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- Complete a project evaluation/assessment to ensure continuous program improvement.
- Provide on-going professional development opportunities for program staff.
- Plan and implement program-wide events/activities such as "Lights On Afterschool", 21CCLC student art exhibit and annual student showcase.
- Represent the MSD, 21st CCLC program in the community by serving on local and state committees.
- Increase program visibility in the community by participating in events such as Manchester's Holiday parade and Weed and Seed program activities.
- Present 21st CCLC program updates to the MSD Board of School Committee and Manchester's Mayor and Board of Aldermen.
- Meet quarterly with the 21st CCLC District Advisory Committee and weekly with the 21st CCLC site coordinators.

Supervisory Responsibilities – Required Special Qualifications:

- Supervision of district program coordinator, 12 site coordinators, and program site supervisor.

Specified Length/Hours of Position:

- This is a Directors and Coordinators unit-affiliated, 210-day salaried position.

Contract Year: 210 days

Effective Date: 07/01/2019

Application Procedure: The Manchester School District uses the Applicant Tracking on-line application process. Please visit our website at www.mansd.org; under Quick Links select Employment Opportunities. Upload resume, cover letter, transcripts, and 3 signed letters of reference written within 12 months of application.

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