

MT. DIABLO UNIFIED SCHOOL DISTRICT

ADMINISTRATOR, AFTER SCHOOL SERVICES

Primary Function

The After School Services Administrator (ASA) will provide development, organization and management of school based ~~community learning~~ K-12 After School Programs at participating district sites.

Directly Responsible To:

Director, ~~Alternative Education Development~~

Supervision:

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities of After School Services Administrator:

1. Collaboratively develops partnerships for sustainability with neighborhood residents, local collaboratives, churches, county and community service providers, law enforcement, K-adult education, colleges, and foundations, in order to design, implement, evaluate and improve the ~~community learning centers after school programs~~.
2. Maintains close working relationship with site principals, ~~Ambrose Park and Recreation District and Concord Leisure Services~~ Coordinator of After School Programs and Recreation and Community partners regarding staffing, student safety, curriculum and enrichment services and planning and problem solving.
3. Supervises and evaluates teacher leaders at each site with input from site administrator.
4. Facilitates the academic alignment of the after school program with the traditional school day program and district programs and initiative.
5. Provides continual support to all sites (~~during program hours~~) and be available for site assistance. Visit sites on a regularly scheduled basis.
6. Coordinates with other site based services and the administrators of those programs to minimize duplication of effort and maximize resource utilization.
7. Establishes, maintains and oversees program policies, procedures and record systems to demonstrate program utilization and effectiveness.
8. Develops budgets and monitors expenditures. Provides current fiscal overview, quarterly, to Director of ~~Alternative Education Development~~ Development, After School Executive Committee and Community Advisory Board.
9. Responsible for completing and monitoring all local, state and federal after school program grants and submitting all required reports.
10. In collaboration with site teacher leader, recruits teaching staff for After School Programs from within the district, local colleges and universities as needed to maintain adequate staffing levels. ~~Establishes and oversees effective program policies and procedures.~~
11. In collaboration with site administrator, work with district personnel office to recruit qualified candidates for the teacher leader position.
12. Represents district in negotiating agency contracts for services, evaluation, joint service agreements and service providers in order to maximize resource allocations.

13. Attends required state and local meetings regarding After School Program Services funding and development, and networks with other programs around the state.
14. Convenes and facilitates quarterly community based After School Service ~~Executive Committee and annual~~ Advisory Board.
15. Responsible for grant objectives and outcome evaluation congruent (to extent possible) with agency partners and reports.

AFTERSCHOOL SERVICES ADMINISTRATOR cont'd.

16. Represents ~~ASP/Community Learning Centers~~ the After School Program in local community based integrated service initiatives in Bay Point and Monument Corridor across the district.
17. Identifies appropriate technical and computer-related systems/software required for documentation and reporting to funding sources; provides staff with appropriate training.
- ~~18. Participates in the development of pre-kindergarten program, maximizing utilization of District and Community resources.~~
19. Responsible for the development, implementation and supervision of the ASPIRE Program, an approved Supplemental Education Services (SES) Provider. The ASPIRE Program provides academic interventions to eligible students in the district.
20. Other duties as assigned.

Qualifications

Knowledge and Skills:

1. Ability to exhibit the qualities of leadership essential to the successful administration of a school based After School Program.
2. Ability to work with pupils and adults in a supervisory capacity.
3. Ability to exercise good judgment and tact.
4. Ability to cope with emergency situations.
5. Knowledge of basic elements of instruction.
6. Knowledge of effective employee supervision and evaluation procedures and techniques.
7. Knowledge of curriculum and enrichment concepts and materials pertinent to an elementary and middle school program.
8. Ability to speak and write effectively.
9. Ability to work effectively with all segments of the educational community and general public.
10. Knowledge of social, personal, and physical development of children and pre-adolescents.
11. Knowledge of effective and grade level appropriate teaching strategies, curricular and enrichment programs and materials.

12. Knowledge of school district operations and procedures.

Education, Training, and Experience:

1. Master's degree, eligible for an Administrative Credential.
2. Bachelor's Degree in a related field and at least 10 years experience in recreation and education.
2. Demonstrated interest, ability and involvement to innovative and contemporary education initiatives and program.

Work Year: Coinciding with After School calendar: 222 days

Salary Range: ~~21~~-22

Approved 03/26/02

Revised: