

**BARNSTEAD SCHOOL DISTRICT
Director of After School Programs**

TITLE: Director of After School Programs (BASE)

QUALIFICATIONS:

NH Teacher Certification, Certified Para-educator I, II or other appropriately qualified candidate.

REPORTS TO: Principal and Superintendent

TERMS OF EMPLOYMENT: Work year 180 days per year
Stipend established by the Barnstead School Board

ADMINISTRATIVE RESPONSIBILITIES:

Job Description

An afterschool program director manages programs outside of school hours for children. Directors develop the structure of the program based on the needs and interests of the students and their parents, manage the program staff and operations and maintain relationships with the community. In some cases, the director is the spokesperson for the program, representing it to the community and the media.

Job Duties

- The director is responsible for permission slip form development, distribution, collection and parental/guardian contact.
- Principal and Director are responsible for presenter's contract development.
- Responsible for dismissal of students to the designated adult.
- The program director works with the program staff to develop an appropriate curriculum and plan activities that are consistent with the mission of the program.
- After school programs may teach children literacy skills, help develop fine motor skills, assist them with developing interpersonal skills, help them improve their academic performances, or introduce students to new hobbies or activities.
- The director also manages evaluation and assessment procedures for the program. Through both formal and informal assessments,
- The director tracks the progress of the program and individual students school and the sponsoring organization.
- The program director is responsible for contacting parents regarding any attendance or discipline issues .

Staff Management

The director of the afterschool program is responsible for the recruitment, hiring, and training of all staff. In some cases, the director is the immediate supervisor of the staff.

Program directors also perform performance evaluations for the staff to ensure the program maintains a high level of quality.

Community Relations

Afterschool program directors need to build relationships with schools, parents and community groups to spread the word about the program and build support for it. The director may meet with parents, church groups, community groups and school

(First Reading:	11/13/13)
(Second Reading:	11/26/13)
(Third/Final Reading:	01/28/14)