



JOB DESCRIPTION

I Title: Aftercare Program Director

II Qualifications:

- A. BA/BS from accredited college/university program required
- B. Teaching experience or related experience in childhood education required
- C. Administrative training or background preferred
- D. First Aid Certification or willingness to complete course upon appointment of position
- E. Organized, cooperative, willingness to create a safe, secure and friendly environment
- F. Strong interpersonal and communication skills
- G. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

III Primary Function: The program director is responsible for supervising staff, program development, and parent outreach related to the Aftercare Program.

IV Reports to: Superintendent of Schools

V Major Duties and Responsibilities:

- A. Collaborates with the Upper Saddle River district administration to recruit, hire, and evaluate Aftercare Program staff.
- B. Oversees the development of the aftercare enrichment program, materials, and resources.
- C. Ensures a safe, efficient, and productive social environment for all students attending aftercare.
- D. Provides professional development/training for aftercare staff members as needed.
- E. Creates a comprehensive aftercare communication plan and oversees effective staff-parent communication relationships.
- F. Maintains open communication between aftercare staff and school personnel.
- G. Reports any problems which arise with participants, other employees, or the school to the superintendent.
- H. Follows and enforces district policies and procedures.

AFTERCARE PROGRAM DIRECTOR

- I. Assists with end of the year evaluations.
 - J. Performs other duties within the scope of his/her employment as may be assigned.
- VI **Terms & Conditions of Employment:** Annual appointment upon recommendation of superintendent, satisfactory evaluation, and continuation of program.
- VII **Compensation and Benefits:** \$12,000 stipend per year; 10-month position.
- VIII **Evaluation:** Annually by Superintendent.