

JOB DESCRIPTION

POSITION TITLE: Asst. OST Program Director
LOCATION: Wolfe Street Academy

EMPLOYED BY: Baltimore Curriculum Project
REPORTS TO: Principal

POSITION SUMMARY: The Assistant Out-of-School Time (OST) Program Director will help implement and manage an educational and enrichment program for the students in grades kindergarten - 5th grade during after school and/or summertime. The Assistant Program Director will require a skill set which includes management, communication, creativity, critical thinking, and networking. The Assistant Program Director is responsible for supporting the organization and coordination of the school's out-of-school time programming operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support implementation of the academic and enrichment curriculum, in accordance with the grant(s) and in consultation with the Director and Principal.
- Support and manage inventory of program supplies and equipment.
- Support with developing monthly reports so that grant reporting each month is accurate, maintain accurate payroll and staff attendance for all programs.
- Work with the Director and BCP staff on all grant writing related to the school programs.
- Ensure effective and frequent communications with BCP staff, parents, students, school Administration, and staff.
- Manage operations of program and staff to recognize potential issues and apply problem solving methods as needed.
- Collaborate directly with school leadership to ensure alignment and impact of OST program(s).
- Provide staff, student/parent orientations, staff meetings and training.
- Attend school staff meetings and trainings, BCP meetings.
- Assist with development and management of program partners.
- Ensure proper management and supervision of all OST program facilities.
- Maintain daily attendance log, snack and supper log for all programs.
- Recruit students and families to the program(s).
- Work closely with the Director and Community School Coordinator to leverage resources, enrichment opportunities, volunteers and new partners.
- Work with Director and Community School Coordinator and other school-wide committees to create family engagement events and initiatives for participating families.

JOB QUALIFICATIONS:

- BA/BS degree preferred, but not required.



BALTIMORE CURRICULUM PROJECT

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- Two to three (2-3) years of experience in implementing educational enrichment programs.
- At least one (1) year of experience working with youth in a classroom, after school, or recreation environment preferred.
- Excellent oral and written presentation skills; ability to communicate important contextual information
- Ability to manage and maintain alignment of multiple tasks/initiatives simultaneously
- Experience working with students from diverse backgrounds, specifically low-income communities.
- Strong sense of community, passion for helping children, respectful attitude; patience with students.
- Ability to effectively work in a complex learning environment, free of bias and the limitation of assumptions
- Ability to work individually with a student or staff member, and within a larger context of student and staff groups.
- Must be able to clear a background check conducted by Baltimore City Public Schools.

POSITION DETAILS:

The Asst. OST Program Director is a 12-month, salaried, exempt position. Assignments are valid for one academic year; offers of employment are re-evaluated year-to-year, contingent on an effective annual performance review. Hourly rate commensurate with education and experience; range: \$50-\$55K annually. Hours of work are 10:00am – 6:00pm daily; paid holidays included.

The position is eligible for health benefits through Baltimore Curriculum Project and are included at no cost while full time 35hrs per week or more – Medical, Dental and Vision. For employees working 30-34 hrs per week, the premium is prorated; employer pays most, employee pays the difference in percent of time worked. Also, employees achieve 401(K) eligibility after 1 year of service, which includes a 50% employer match of your contribution up to 7.5% of your salary; the maximum employer match is 3.5%, once your contribution goes over 7% of your salary.

BALTIMORE CURRICULUM PROJECT NEIGHBORHOOD CHARTER SCHOOLS

