

JOB DESCRIPTION

POSITION TITLE: OST Program Director
LOCATION: Wolfe Street Academy

EMPLOYED BY: Baltimore Curriculum Project
REPORTS TO: Principal

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Select and supervise, with the principal or her/his designated personnel, all staff working in the program(s).
- Develop the academic and enrichment curriculum, in accordance with the grant(s) and in consultation with school administration and BCP instructional team.
- Manage the program budget, including ensuring open communication with BCP leadership as the fiscal agent for the program.
- Manage purchasing and inventory of supplies and equipment.
- Submit monthly accounting, expense and income reports so that grant reporting each month is accurate, maintain accurate payroll and staff attendance for all programs.
- Work with 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.
- Supervise 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.
- Provide regular weekly communications with BCP staff (academic and development)
- 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 Community School Coordinator to leverage resources, enrichment opportunities, volunteers and new partners.

- Work with Community School Coordinator and other school-wide committees to create family engagement events and initiatives for participating families.

JOB QUALIFICATIONS:

- BA/BS required, with two to three (2-3) years of experience in developing and 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 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: \$60-\$65K 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.