MANAGER, EXTENDED DAY PROGRAMS

JOB DESCRIPTION

DIVISION: Instructional Services	**GRADE:** Technical/ Other Professional – Group B
DEPARTMENT: Instructional Services	**WORK DAYS:** 248
REPORTS TO: Assistant Superintendent of Academics	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY
To coordinate and monitor the district wide Extended Day Program.

MINIMUM REQUIREMENTS
• Bachelor's degree from an accredited educational institution
CERTIFICATION: No
WORK EXPERIENCE: Five years afterschool care
PREFERRED QUALIFICATIONS
• Skills in personnel management and supervision techniques • Knowledge of standards and practices in child care facilities • Demonstrated written and oral communication skills • Knowledge of budgeting policies and procedures
SUPERVISES
Extended Day Managers, Extended Day Assistant Managers, Bookkeeper, and Secretary
ESSENTIAL DUTIES
• Manage the Extended Day Program district wide for Martin County School District • Support all afternoon and morning sites, and programs • Assure compliance with state and federal statutes and district policies • Visit all school sites to evaluate programs, personnel, and assist in successful program operation • Spot check school sites for program quality • Implement district wide program initiatives: radKIDS, CATCH, and REACH TV • Review all purchases and purchase orders to manage budget • Monitor staff allocations, hours, and training requirements • Evaluate direct reports • Coordinate with Human Resources for hiring, contracting, and evaluating Extended Day personnel • Provide ESE training for employees • Meet regularly with school site managers, assistant managers, and supervisors • Apply for, manage, and implement grants and collaborative agreements: Early Learning Coalition, Indiantown Trust Fund Grant, Big Brothers and Sisters, and Summer Slide • Establish marketing strategies for program advertisement for afterschool child care • Provide Crisis Training • Handle difficult parent conferences • Perform duties as assigned by supervisor

Working Conditions: Normal office and school environment and/or classroom environment and regular exposure to weather including heat, cold, dampness, and/or humidity while visiting school sites.
Physical Demands: Routine physical activity associated with normal office and school environment.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower
head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.