

**Job Description**  
**Program Director**  
**Winooski School District 21<sup>st</sup> Century Community Learning Center**

Winooski School District is looking for a self-directed, talented individual to serve as a Program Director for its 21st Century Community Learning Center (CCLC) Grant. The CCLC grant funds academic and enrichment programs after school and during the summer for students in grades K-12. The Program Director is responsible for: working with teachers to design programs and overseeing instructors; conducting program evaluation and data collection; building and strengthening community partnerships; managing program budgets and building sustainability; and participating in state and regional meetings, trainings, and workshops. The 21<sup>st</sup> CCLC Program Director is an integral part of our educational system and as such works with teachers, staff, students, and administrators across the district.

The position is for 30-40 hours per week. The work schedule can be flexible depending on programming. A BA degree is required and relevant experience in education or running similar programs is strongly desired.

- Planning and oversight of after school, school vacation, and summer programs for students in grades K-12 at the three schools in the district (JFK Elementary School, Winooski Middle School, and Winooski High School).
- Working with teachers, students, and school principals to design an exciting and engaging schedule of programs for academic enrichment, remediation, and exploration that meets the needs of students and families and the goals of the grant.
- Daily oversight of programs and staff while programs are in operation (after school, vacations, and summer).
- Tracking program participation levels, daily attendance, and evaluation measures.
- Recruiting teachers and instructors for the programs and supporting them in creating high-quality learning experiences.
- Overseeing the 21<sup>st</sup> CCLC grant budget and approving expenditures as appropriate and in accordance with the grant's guidelines.
- Maintaining communications and meeting regularly with the Winooski 21<sup>st</sup> CCLC Advisory Board.
- Establishing, maintaining, and strengthening community partnerships.
- Conducting program evaluation and writing annual reports as required.
- Participating in state and regional meetings, conferences, workshops, and other activities
- Developing and implementing an advocacy plan for promoting the program and its successes.
- Developing and implementing a sustainability plan for the program and following through on efforts, grants, and activities to secure funding.