

**Brookland-Lakeview COLA Program  
21st Century Community Learning Center  
Job Description for Project Director Position**

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**Job Title:** 21<sup>st</sup> CCLC Project Director **Wage/Hour Status:** \$25.00 hr  
**Reports to:** Cindye Richburg Cotton, Executive Director, BLEC **Pay Grade:** Per Grant  
**Dept. /School:** Brookland-Lakeview COLA Program (afterschool/camp) **Date Posted:** 10/7/2022

**Primary Purpose:**

The Project Director is directly responsible of the oversight of programs and operations for the 21<sup>st</sup> Century Community Learning Center Grant under the guidelines of the 21<sup>st</sup> CCLC grant mandated by TEA. The primary focus will be the coordination of programs development and implementation; staff development, and budget management for the after-school grant. The purpose of the grant is to help students improve in academics, attendance, behavior, promotion rates, and graduation rates through the CISD 21<sup>st</sup> Century Community Learning Centers.

**Qualifications:**

**Education/Certification:**

A Bachelor's Degree or higher preferred from an accredited college or university  
College course work in education/youth issues or social sciences preferred

**Special Knowledge/Skills:**

Knowledge of principles related to development of youth between 5 and 18 years of age  
Knowledge of group leadership skills  
Strong organizational, communication, and interpersonal skills

**Experience:**

At least five years experience developing, managing and implementing specialized educational programs, or similar experience in organizational planning and supervision of activities based on the development and educational needs of youth

**Major Responsibilities and Duties:**

**Program Management**

- Establish Campus-Based After School program (through the 21<sup>st</sup> Century Community Learning Centers) that strives to improve student academics, attendance behavior, promotion rates, and graduation rates.
- Plan, develop, implement, and evaluate overall programs, services and activities to ensure they meet state objectives and the needs and interests of students.
- Ensure the establishment and implementation of all policies and procedures that fulfill the requirements of the 21st Century Community Learning Center Program
- Ensure the reporting of student data and information from each school to meet grant reporting requirements to ensure that timelines will be met.
- Compile regular reports reflecting all activities, attendance, participation, or other data as needed

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- Ensure the control of center expenditures against the grant budget
- Hire part-time certified teachers and classified staff and help recruit and negotiate community- based organizations and volunteers for the program.
- Provide direct and indirect supervision of all staff
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment
- Ensure and enforce compliance with organizational policies and procedures for all staff
- Require, manage and provide staff development opportunities for staff and volunteers
- Conduct regular staff meetings
- Ensure a productive work environment at all sites
- Ensure that plans for technology, information management systems and updating staff skills are implemented
- Develop partnerships with parents, community leaders and organizations
- Develop and maintain public relations to increase the visibility of the after-school programs, services, and activities within the community
- Supervise and coordinate all staff and volunteers at special events
- Maintain daily contact with program and administrative staff to interpret and explain organizational mission and standards, and to discuss issues and provide/receive information
- Maintain contact with external community and school groups, students' parents, and others to assist in resolving problems and to market/ promote the program
- Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission
- Perform all other duties as assigned

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**Working conditions:**

Limited travel is required; occasional prolonged and irregular hours. Be comfortable performing multi-faceted projects in conjunction with day-to-day activities. Stand, walk, crouch, and do moderate lifting up to 40 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_