

Job Title: Director Extended Day Learning Centers.	Wage/Hour Status: Exempt
Reports to: Assistant Superintendent Elementary	Pay Grade: 108
Dept/School: School Leadership	Date Revised: June 20, 2023

Primary Purpose:

Direct, manage, and oversee the strategic implementation, integration, and management of the district's Extended-Day Learning Centers.

Qualifications

Education/Certification

Bachelor's Degree

Special Knowledge/Skills

- Knowledge in the design, development, and implementation of grants programs
- Ability to manage budget and personnel
- Ability to interpret policy, procedure, and data
- Demonstrate leadership ability in working with administrators, teachers, students, parents, and the public
- Knowledge of district policies, state and federal rules and regulations
- Strong organization, communication, presentation and interpersonal skills
- Knowledge of quality childcare programming and Texas Rising Star licensing requirements
- Knowledge of the Texas Department of Family and Protective Services (DFPS) Minimum Standards [section 744 and/or 746 as designated on site licenses] and quality childcare programming
- Ability to maintain and implement Extended Day Learning Centers that comply with DFPS Minimum Standards.
- Ability to use social media, multi-media equipment and software programs.

Experience

Three (3) years of successful licensed childcare or comparable experience in a public-school setting
Three (3) years of successful experience in campus leadership and/or supervisory role in a childcare setting.

Major Responsibilities and Duties

1. Lead the strategic design and sustainable implementation of before and after-school programming at all elementary schools.
2. Adhere to the Texas Educator Code of Conduct, and all policies, procedures, laws, and federal and state regulations.
3. Ensure each implementing site meets the licensing standards as described in the Texas DFPS *Minimum Standards for School-Age and Before and After-School Programs* [Section 744 and/or 746] to all local, state and federal rules, regulations, and District policies.
4. Coordinate with building principals, food services department, and the transportation department to provide for student needs and coordinate program operation.
5. Conduct an annual program needs assessment and include department staff and other stakeholders in the development of an annual program plan.
6. Develop and maintain the program budget in accordance with district policies and procedures.
7. Procure supplies, equipment, and other resources for each program site.
8. Maintain an updated inventory of supplies, equipment, and resources.
9. Follow district policies and procedures to initiate new or maintain existing agreements with potential or established program partners.
10. Develop and broadly communicate program policies and procedures to program staff, parents and the community.

11. Recruit, hire, and supervise Extended Day Learning Center site managers and other program staff.
12. Coordinate professional learning for program staff, to include, but not limited to, management of student behaviors.
13. Provide staff, parents and caregivers with learning opportunities that are aligned to the successful operation of the program.
14. Monitor the Extended Day Learning Center programs to ensure grant compliance when applicable.
15. Engage program partners to provide educational and related activities that result in the positive development of participating students.
16. Maintain positive and effective working relationships with program partners, community organizations, and elected officials.
17. Conduct regular site visits to assist building principals and site managers with program implementation and compliance requirements.
18. Supervise or prepare submission and maintain required documentation and materials related to Texas Health and Human Services Commission (HHSC) Childcare Licensing.
19. Regularly communicate with supervisor to discuss successes and opportunities for growth.
20. Prepare program-related reports as requested.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise and evaluate the performance of assigned personnel.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending. Frequent prolonged or irregular working hours. Frequent in and out of district travel

Terms of Employment

226 days; salary to be established by Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.