

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Project LEAP After School Program Director	<b>JOB CODE:</b> A819
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> N/A
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Administers the Project LEAP ASP Program at Campbell Middle and Osborne High Schools; manages the Georgia Department of Human Services (DHS) contract.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor's Degree, preferably in education or some other Human Service area
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; supervisory skills; program administration; grant management

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Implements and supervises DHS mandated programs, i.e., project-based, apprenticeship, financial literacy, health/fitness, and career/college awareness activities.
3.	Hires, schedules, and supervises program instructors, including those from outside agencies as well as from within the school system.
4.	Collaborates with a variety of community agencies and organizations to bring in additional programming.
5.	Directs and administers full-day Summer Program.
6.	Administers program participant recruitment and maintenance; ensures that DHS mandated student eligibility and attendance requirements are met.
7.	Maintains meaningful and consistent communication with DHS; attends all orientations and training sessions; submits monthly and annual reports.
8.	Provides meaningful parenting programs for parents of participating youth.
9.	Reviews and approves timesheets and ensures that payroll is input timely; reviews, approves, and submits Contract Remittance and Invoices from contracted instructors.
10.	Approves special activities, such as contract mandated field trips.
11.	Approves purchases of required materials, supplies, and equipment are available.
12.	Develops appropriate procedures for severe weather, fire, accidents, fights, personnel conflicts, etc.
13.	Develops site safety plan.
14.	Develops budget for salary and supply expenses in accordance with the DHS Contract.
15.	Reviews DHS Programmatic Report & DHS Invoice to ensure that program is meeting required fund balance and operating financially healthy.
16.	Notifies parents when needed and gives accurate information when requested.

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**ESSENTIAL DUTIES CONTINUED**

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17.	Conducts Project LEAP ASP staff meetings.
18.	Ensures that all financial and programmatic documentation is maintained for the period of time required by the DHS contract.
19.	Performs other duties as assigned by appropriate administrator.

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

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_