COBB COUNTY
S C H O O L   D I S T R I C T

JOB DESCRIPTION

POSITION TITLE: Reach for the Stars ASP, Program Director	**JOB CODE:** A809
DIVISION: Academic	**SALARY SCHEDULE:** N/A
DEPARTMENT: Alternative Education	**WORK DAYS:** 238
REPORTS TO: Principal	**PAY GRADE:** ASP5
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Oversees the development and implementation of the youth after school program, Reach for the Stars.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree required
2.	Certification/License Required: None
3.	Experience: 3 years experience in youth development; experience working within diverse urban community organizations and/or schools, and grant writing experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, leadership, analytical, organization, interpersonal skills, clerical skills, data collection

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.	Has expert knowledge of program policies and procedures.
3.	Interviews and hires program personnel for all school sites
4.	Maintains and updates Reach for the Stars Program Policy and Procedure Manual
5.	Develops and manages relationships with schools, training centers, and community-based organizations.
6.	Builds strong working relationship with school council, school staff, and the partners in education.
7.	Oversees inquiry and orientation process to ensure excellent public relations and customer service.
8.	Creates and oversees implementation of the program's goals and objectives, development and distribution of program marketing materials, and presentations to targeted organizations.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____