

## Job Description

**Position:** Bison After School Program Director

**Accountable To:** Primary: Superintendent  
Secondary: Elementary Principal

**Job Goal:** Develop, maintain, organize and coordinate the overall after school programming.

### Performance

**Responsibilities:**

1. Responsible for hiring and scheduling after school employees, coaches, and enrichment specialists.
2. Responsible for staff training and development.
3. Responsible for creating and executing enrichment and athletic schedules that include the Arts, STEM, and Sports.
4. Promote the concept of quality after school programming within the school district and community.
5. Work closely with community members and agencies in the planning and implementation of local programs and services.
6. Work closely with NBAS Department Directors to ensure quality programming and good communication.
7. Seek alternative sources of funding for program support.
8. Such other duties as required by district administration to provide quality after school programming.

### Supervisory

**Responsibilities:**

1. Manage daily staffing and scheduling
2. Follow district policies and applicable laws
3. Conduct staff interviews, hold staff meetings, complete staff evaluations and follow staff discipline procedures.
4. Follow NBAS student/parent handbook procedures regarding parent and student issues after school.

**Education/Work Experience:**

1. Bachelor Degree Preferred.
2. Associates Degree related to Education or Management.
3. Management Experience Preferred.