



## Director of K-8 After School Program Job Description

**Reports to:** Executive Director

**Exempt/Non-Exempt:** Exempt

**Program/Department:** Scholars (K-8) Program

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### POSITION SUMMARY/OVERVIEW

The After School Director is responsible for the overall operation of the after-school program, including but not limited to: daily schedule, family engagement, supporting & managing staff, consistent monitoring of all classrooms and elements of the after-school program, student attendance tracking and general program support. The Director will aid in creating and implementing culture building events and programming. This person leads with charisma to effectively promote the Bridge the Gap (BTG) identity and culture to all program staff, school staff, students, and families. The position includes responsibility for the middle and elementary school programs. The elementary school program is managed by a Site Coordinator and is already up and running. The middle school program is currently being developed, the new After School Director will help to design the program and implement the staffing structure.

### MISSION

The mission of Bridge the Gap College Prep is to provide educational, social and emotional resources to underserved students in Marin City and beyond.

BTG's vision is that all students achieve their greatest potential with equitable access, opportunities and choice.

BTG's core values and educational philosophy center around the belief that every child deserves the opportunity to succeed in school and pursue a college education:

- Education is the greatest equalizer in closing opportunity and achievement gaps.
- With thoughtful and intensive support, all students can achieve the bright and successful future of their dreams.
- Instilling an expectation of college completion throughout all levels of our programming is vitally important.
- Personal connection is a powerful force, and we strive to create close ties between students and their schools, teachers, and tutors.
- Collaborating with community partners leads to a greater collective impact for all youth.

### QUALIFICATIONS

#### Education

- Bachelor's Degree - required
- Coursework or professional development training in education, educational equity and leadership
- Master's Degree- preferred

#### Related Experience



- Program leadership for at least 3 years
- Experience working as part of a highly collaborative, diverse team
- Experience working with elementary and/or middle school students
- Experience working with students from diverse backgrounds and varied needs
- Experience working with school age families

#### **Knowledge, Skills, and Abilities**

- Ability to manage a complex set of demands and activities at multiple sites
- Comfortable working with G Suite, Salesforce, texting apps, and other platforms
- Ability to communicate in Spanish - preferred

#### **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

- You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

#### **ESSENTIAL FUNCTIONS**

##### **Program Development & Implementation (45%)**

- Build engaging programs for TK-8th grade students that include academic, enrichment and social emotional growth opportunities.
- Collaborate closely with school and CBO partners to ensure high attendance and community support of BTG programs.
- Provide day-to-day support of programs and after-school staff.
  - Support behavior expectations and problem solving.
  - Coach students and teachers through relationship building.
- Interface with and support academic and enrichment contractors who work in the program one or more days each week.
- Create and maintain BTG program culture
  - Help to develop and implement program events to create a positive, joyful environment.
  - Implement partnership field trips and events
- Supervise both teachers and staff at two sites.

##### **Program Logistics (25%)**

- Facilitate the work schedule of substitutes to cover staff absences, and serve as a substitute during teacher or staff absences.
- Hold regular teacher/staff meetings to discuss activity plans, program updates, and action steps.
- Regularly meet with administrators, teachers and staff from partner schools and programs to discuss updates and implementation.
- Oversee data collection, entry, and analysis.

##### **Family and Staff Communication (20%)**

- Maintain a clear and consistent line of communication with program staff, school administration, and parents/caregivers, including sending a weekly newsletter via email/text.
- Ensure attendance is tracked daily and parents are regularly contacted regarding student attendance (primary parent contact for site questions and concerns).
- Research & find options for regular ongoing professional development plus lead the PDs, when applicable.



- Develop initial parent/caregiver orientation and regular family events throughout the year.

#### **Participate in Senior Leadership Team (10%)**

- Collaborate with other senior leaders to support BTG in being an integral part of our work towards educational equity in southern Marin County.

#### **MEASURED RESULTS**

- Program enrollment
- Average daily attendance
- Student learning outcomes (eventually as compared to non-attending students)
- Staff cohesion and morale
- Student satisfaction
- Family engagement

#### **Acknowledgement**

This job description is not meant to be all-inclusive.

#### **Compensation and Benefits**

Compensation is based upon experience. This position is a full-time exempt position. The salary range is \$80,000-87,000 DOE. Benefits include medical, dental, a flexible spending account, a 403(b), PTO, major holidays + commuter and cell phone allowance. Other benefits include working with an outstanding team and community partners.

#### **Why Bridge The Gap**

Are you looking to make a profound impact in a community-based organization? BTG strives to create education equity in Marin City and other communities in Marin County. We are proud of our track record of 8 consecutive years of 100% of our high school graduates being college-bound. This is due to successful programs that are driven by data and continual improvements.

#### **How To Apply**

To apply, visit Stacy Nelson & Associates ([www.stacy-nelson-associates.com](http://www.stacy-nelson-associates.com)) and/or email to: [stacyn@stacy-nelson-and-associates.com](mailto:stacyn@stacy-nelson-and-associates.com).

*BTG is an equal opportunity employer.*