

Program Director

Part time, 0.5 FTE (\$36,000 annually, 20 hours per week)

21<sup>st</sup> Century Community Learning Centers for Washington Alliance for Better Schools (WABS)

### **Organizational Background**

Established in 1995, Washington Alliance for Better Schools (WABS) is a collaborative of twelve school districts that leverages resources, talent and intellectual capital to help over a quarter million students' graduate career and college ready. Our Goals are to 1) Increase indicators of academic achievement and career readiness, particularly in the areas of science, technology, engineering and math (STEM); 2) Build teachers' skill and capacity to provide powerful learning opportunities for all students; 3) Close the achievement and opportunity gaps associated with historically under-represented populations; and 4) Strengthen student and family engagement in education.

The **Program Director** will implement and administer the 21st Century Community Learning Center (CCLC) academic enrichment program run by Washington Alliance for Better Schools (WABS) in partnership with Marysville School District. The Program Director, 0.5 FTE, will oversee both 21st CCLC sites – Cascade and Shoultes Elementary, and reports to WABS Executive Director. Activities shall meet the following requirements established by the 21<sup>st</sup> CCLC grant.

### **Job Duties:**

- Provide leadership and oversight of all aspects 21<sup>st</sup> CCLC activities.
- Comply with applicable laws, policies, directives and parameters of the 21<sup>st</sup> CCLC grant.
- Assist youth in meeting state and local achievement standards in core subjects – reading and math by offering high quality after school, and summer academic enrichment programs.
- Coordinate curricula between classroom and out of school time programs to reinforce, enrich, and complement student learning experiences.
- Coordinate and maintain the system for assessing, planning, measuring, reporting, and managing the activities of the 21<sup>st</sup> CCLC grant.
- Coordinate, plan, and implement regular staff meetings and professional development opportunities for site coordinators and direct service staff.
- Oversee family engagement opportunities offered to families involved in the 21st CCLC programs.
- Provide support to all school sites and the Community Planning, Evaluation and Sustainability Team as specified in the grant.
- Facilitate Community Planning, Evaluation and Sustainability Team meetings.
- Establish and maintain effective working relationships with a variety of partners both within and outside of the district.
- Develop and implement a Fund Development and Sustainability Plan.
- Maintain payroll and the budget for all 21<sup>st</sup> CCLC sites.
- Work with WABS, community partners, school district administrators, evaluators, site coordinators, and direct service staff to implement grant activities and goals.

### **Qualifications:**

- Bachelor's degree or higher, and/or 5 years' experience coordinating youth development programs
- Strong knowledge of best practices in after school, summer, and family education programs
- Experience hiring, supervising, and coaching staff
- Experience providing and coordinating professional development opportunities for staff
- Dedication to closing the opportunity and achievement gaps for students of color and low-income students
- Experience working with students and families from diverse backgrounds

**This is a 20-hour per week position. This position does not provide benefits.**

Washington Alliance for Better Schools is an Equal Opportunity Employer (EOE) and strongly supports diversity in the workplace.

Job Title: Program Director

Company: Washington Alliance for Better Schools ([www.wabsalliance.org](http://www.wabsalliance.org))

Location: Marysville/Shoreline, WA

Reports to: Executive Director

Apply to [info@wabsalliance.org](mailto:info@wabsalliance.org) by 5pm September 16, 2019 with an attached resume and cover letter.