

Job Title: Director of Enrichment and External Programming

Position Type: Exempt

Reporting: The position reports to the Head of School

Vision: Excellence in educational opportunity for all.

Mission: Rooted in the Lasallian tradition of making a quality education accessible to all, we provide excellence in education, promote service, justice, care, inclusivity, community and zeal. We proudly proclaim “I am somebody.”

Values: Care, Inclusivity, Community, Service, Justice, and Zeal.

The enrichment programs of La Salle Charter Schools, Inc. provide comprehensive co- and extracurricular opportunities for its students as they pursue their educational, career, and personal goals. The Director maintains effective and efficient operations of the program by working with both the middle school students and graduates to reach essential educational, extracurricular, and leadership milestones, supporting them during their matriculation through school and fostering a commitment of service to others. An integral member of the Leadership Team, the Director will advise and collaborate with the Head of School, Principal, Graduate Support and Advancement Directors on school-wide and community-wide issues, engage in strategic goal setting and implement policies and practices.

As the leader of Enrichment and External Programming, the director will further develop and implement a comprehensive, holistic program for our middle school students, graduates and families that focuses on academic performance, leadership, community service, character development, and socio-emotional growth.

Responsibilities and Duties:

- Assess the needs, interests, and characteristics of the students to develop targeted programs that result in an outcome-driven experience.
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- Ensures the effectiveness of the co- and extracurricular programming by maintaining participant files, regularly updating academic reports, and validating the information contained in the participant files with the student database.
- Ensures the success of the tutoring program by training, supervising, and evaluating tutors, monitoring grades, and coordinating tutoring sessions between students and assigned tutors.
- Collaborate with the Leadership Team to design, implement and evaluate enrichment programs, co-curricular instruction, tutoring services, counseling and mentoring services, as well as cultural and recreational activities for students and graduates.
- Coordinate the integration of enrichment programming with other members of the Leadership Team, teachers and staff
- Prepare a detailed annual budget, monitor and maintain accurate records regarding the details of all expenditures and review on a monthly basis.

- Collaborate with students and families to enhance support for students and to ensure successful delivery of programs.
- Plan, organize, and supervise events and field trips designed to assist in developing cultural competence by taking students to attend sporting, theatrical, historical, musical, and other educational and cultural events that they otherwise may not be able to attend.
- Plan, organize, and supervise weekly student lunch ‘n learn school meetings, workshops, and Saturday Academy for participants to help develop social skills, study skills, and writing, reading and math skills.
- Oversee the annual summer camp for students by planning and organizing the classes to be offered, recruiting and supervising community partners, enrolling students into classes, coordinating classroom assignments, textbooks, and supplies, and providing daily supervision of camp activities and curriculum.
- Ensure students have information on opportunities and responsibilities related to the Enrichment programs by preparing materials used to promote programs, such as mailings to students, coordinating assessments, directing participants to the appropriate resources for academic advisement, providing basic information in response to questions about matriculation issues, and coordinating the cultural and social activities of the program.
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, and attending professional development training/conferences.
- Strictly honor the privacy, security and confidentiality of student records and other sensitive information according to appropriate state, federal and school regulations, policies and procedures.
- Work with the the Leadership Team, teachers, staff and external partners to coordinate mentoring and career shadowing activities.
- Serve as a liaison between the Leadership Team, teachers, families and external partners to promote program and follow-up as needed.
- Work with the Principal to ensure coordinated services with teachers, staff and external partners for all students.
- Lead quarterly reviews of program data and performance and work with the Leadership Team to identify opportunities for improvement as needed.
- Serve as a point of escalation, feedback, and approval for reportable student behavior incidents. Observes students and works with external partners to correct and enforce policies and procedures, and to communicate safety guidelines. Ensures emergency procedures are implemented and followed and takes actions to prevent incidents.
- Contribute to the overall success of the organization by performing all other duties and responsibilities as assigned.

Education Requirements:

- A Bachelor’s degree is required in education, psychology, social work or other related/relevant areas, with experience working with students from diverse ethnic, economic, and cultural backgrounds.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- At least three years of direct youth service experience and a demonstrable record of planning and implementing youth programs. Previous experience working with at-risk youth is preferred.
- The ideal candidate will also possess relevant leadership, counseling and administrative experience;
 - experience in designing, managing, or implementing student support programs
 - excellent relationship-building capabilities (particularly working with diverse student populations);
 - strong presentation, interpersonal, written, and verbal communication skills;
 - working knowledge of various computer applications/software is required; experience with database applications is preferred.
 - flexibility; comfort with a variety of tasks;
 - a commitment to holistic educational services.
 - The ability to assess students' needs, devise interventions, set goals, conduct thorough follow-up procedures, plan, and implement motivational strategies.