

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### AMERICORPS PROGRAM DIRECTOR

##### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of three (3) years experience as a supervisor.
- (3) AmeriCorps or other community service experience preferred.

##### KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to effectively supervise AmeriCorps members and staff. Ability to successfully coordinate a large number of people located at different school sites. Skills in written and oral communication, planning, and organization. Knowledge of District and AmeriCorps policies and procedures. Ability to collect, analyze and interpret data using web based reporting systems.

##### REPORTS TO:

Director of Instruction K-12

#### Job Goal

To successfully manage the AmeriCorps Gadsden Reads Program.

##### SUPERVISES:

All AmeriCorps Gadsden Reads members and staff.

##### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

##### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employments shall be those established by the District.

##### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

**AMERICORPS PROGRAM DIRECTOR (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Manage and implement all aspects of the AmeriCorps Gadsden Reads Program.
- \* (2) Prepare and monitor the program budget.
- \* (3) Coordinate and plan staff and member activities.
- \* (4) Assist in the preparation of long-range plans for AmeriCorps Gadsden Reads.
- \* (5) Communicate, through meetings and written material, information that will keep staff and members informed of AmeriCorps Gadsden policies, procedures, changes, and updates.
- \* (6) Ensure that AmeriCorps Gadsden Reads meets its program objectives.
- \* (7) Supervise and evaluate AmeriCorps Gadsden Reads members and staff.

**Interagency Communication and Delivery**

- \* (8) Provide reports in a timely manner to overseeing agencies.
- \* (9) Meet with principals, HOSTS facilitators, and other school personnel to share information and address issues.
- \* (10) Coordinate with community resources and service agencies as appropriate.
- \* (11) Develop and disseminate program information.

**Professional Growth and Improvement**

- \* (12) Develop and maintain a thorough knowledge of the AmeriCorps Gadsden Reads Program and any related policies, rules, or laws.
- \* (13) Demonstrate support for District's goals and priorities.
- \* (14) Attend quarterly program director's meeting to enhance program knowledge for effective program implementation.
- \* (15) Promote and support professional development for self and others.

**Systemic Functions**

- \* (16) Prepare required reports and maintain appropriate records.
- \* (17) Keep immediate supervisor and other personnel informed about potential problems and unusual events.
- \* (18) Recruit, interview, and hire all AmeriCorps members and staff.
- \* (19) Coordinate an annual orientation for members and staff.
- \* (20) Maintain and organize personnel file for AmeriCorps members.
- \* (21) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \* (22) Provide leadership to AmeriCorps Gadsden members and staff.
- \* (23) Model and maintain high standards of professional conduct.
- \* (24) Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

\*Essential Performance Responsibilities