

Legacy Academy

Before/After School Program Director

Job Description and Qualifications

The Program Director is a Legacy Academy employee and is responsible for becoming familiar with Legacy Academy Policies as written in the Employee Handbook.

The Program Director is responsible for ensuring the program is run within the rules and regulations set forth by the State of Colorado Department of Human Services. This may include receiving 40 hours of initial training and 12 clock hours of mandatory training annually, including CPR and First Aid as needed.

The Program Director is responsible for keeping the license for the program current by responding to Health Department and Department of Human Services visits in a timely manner along with the Principal of Legacy Academy.

Financial Responsibilities:

- The Program Director is responsible for the successful and profitable operation of the program.
- The Program Director must bill parents for childcare services as well as bill Elbert County Social Services monthly for services for children with social service contracts.
- The Program Director must provide monthly statements reflecting payments received for purposes of flex plan reimbursement and end of year tax statements.
- The Program Director must collect and deposit with the business office all tuition and activity fees every Wednesday.

Curriculum and Staff:

- The Program Director must plan the program curriculum keeping in mind the needs of the group of children enrolled in the program.
- The Program Director is responsible for purchasing curriculum supplies and materials.
- The Program Director is responsible for maintaining the records of all the children enrolled in the program.
- The Program Director is responsible for keeping all parents informed of the activities taking place using a weekly, bi-weekly or monthly newsletter.
- The Program Director is responsible for ensuring the program is adequately staffed at all time. A 1-15 ratio must be maintained at all times.
- The Program Director is responsible for supervising and mentoring any additional staff members. This may include evaluation of staff members.
- The Program Director is responsible for finding substitutes for the program.
- The Program Director must work in conjunction with the Principal and staff in the building.

Qualifications:

- The Program Director must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and the Program Director must have completed at least one of the following qualifications:
 1. A 4-year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
 2. Two years of college training and 6 months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
 3. Three years of satisfactory and verifiable full-time or equivalent part-time paid or volunteer experience, since attaining the age of 18, in the care and supervision of 4 or more children. The Program Director must complete 6 semester hours, 9 quarter hours, or 40 clock hours of training in course work applicable to school-age children within the first 9 months of employment.