

EASTFORD SCHOOL DISTRICT  
Eastford, Connecticut

**Afterschool Project Director**

A component of the Eastford afterschool program

QUALIFICATIONS:

- Demonstrated success in identifying with and relating to staff, students, and families
- Experience in managing and evaluating small programs
- Experience with staff/program evaluation tools
- Demonstrated success in accurate and timely record keeping
- Demonstrated success in completing reports in a timely manner

REPORTS TO: School Principal

The Eastford afterschool programming is designed to address the following goals:

- A. Increase students' ability to perform at grade level in ELA/Mathematics
- B. Increase students' social emotional competencies and positive sense of self
- C. Increase students' engagement in enriching learning opportunities.
- D. Increase family engagement in school

The Project Director will:

- Oversee the Eastford after school academic, wellness, and enrichment programs.
- Schedule and chair any meetings associated with the after school program.
- Develop and/or identify all the evaluation methodologies associated with the goals of the after school programs.
- Develop/provide the templates for program description/ summary evaluation to all the academic, wellness, and enrichment program providers.
- Arrange with the program providers and the Wellness Coordinator for safe transition or exit of students at the end of these programs.
- In collaboration with the Program Coordinator, develop and monitor an ease-of-use system for ongoing communication between program providers and classroom teachers.
- In collaboration with the Program Coordinator, increase quantity/quality of family engagement. Evaluation methodology: record of attendance at all school events, evaluation of all school events, record of family outreach attempts/responses, evaluation from families in afterschool program.
- Arrange meetings, as needed, between the providers of academic support in literacy and numeracy and the classroom teachers.
- In collaboration with the Program Coordinator and Activity/ Data Coordinator develop the weekly/monthly/yearly schedule of afterschool program offerings.
- In collaboration with the Program Coordinator and Activity/Data Coordinator ensure the dissemination of the monthly schedule of program offerings to families.

- In collaboration with the Program Coordinator and Activity/Data Coordinator ensure daily attendance data (as well as any other grant required data) is being collected and recorded.
- Maintain weekly communication with necessary stakeholders.
- In collaboration with the Program Coordinator and Activity/Data Coordinator collect the evaluation reports from the program providers and any other evidence of the results obtained. Complete all required program evaluation reports and forms regarding the program offerings.
- The Program Director reports to the School Principal and Superintendent. The School Principal should be aware of all activities and who is responsible for providing the activities on the monthly calendar as well as any other items the Principal wishes to know. The Superintendent should be made aware of budget allocations and changes to job descriptions.
- The Program Director will write and update the grant as necessary. This grant is currently written through the 2024-2025 school year and will need to be reapplied for the 2025-2026 school year and beyond.
- The Program Director will act as a liaison between the Budget Coordinator and the Program Coordinator.

TERMS OF EMPLOYMENT:      Durational appointment in line with language in the After School Grant.

EVALUATION:                      Annually in accordance with the After School Grant.

COMPENSATION:                      \$1000

June 2024 ck