

Director of Student Development Job Description

Summary

To direct and oversee the activities of the After School and Summer programs.

Primary Responsibilities:

- Accountable for developing programs that support student achievement and enriches standards based learning.
- Coordinate the development and implementation of the After-school and Summer programs.
- Hire, train and supervise staff
- Facilitate professional development of staff.
- Establish and maintain communication with the schools we service regarding student needs and other relevant aspects pertaining to student's development.
- Communicate with parents and students about student progress
- Develop and administer the after- school and summer program budgets.
- Develop and facilitate partnerships with appropriate agencies that provide services to our students.
- Develop policies and procedures for the operation of the after-school and summer programs.
- Prepare grant proposals and other requests for supplemental funding as agreed to with BBC Pastor.
- Oversee evaluation activities; analyze and apply information from program evaluations to improve the programs
- Participate on local and state committees related to after-school programs.
- Maintain records needed for program administration.