

## AFTER-SCHOOL PROGRAMS ADMINISTRATOR

### Definition

Plans, implements, evaluates, and revises a comprehensive academic, social, physical fitness and enrichment after-school program for Fairfax County Public Schools (FCPS) elementary and middle school students; collaborates with county, faith-based, business, and community organizations; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Plans, implements, and assesses those comprehensive after-school programs which provide for the academic, social, physical and enrichment needs of FCPS elementary and middle school students. Establishes and chairs an after-school programs steering committee comprised of FCPS departmental and school staff and Fairfax County representatives; identifies current programs and conducts needs assessments to propose new ones; maintains successful programs; directs all aspects of the development and implementation of selected short-and long-term programs, including administrative support, transportation and food service requirements; establishes and facilitates collaboration between FCPS, related Fairfax County organizations, faith-based, business, and community organizations and colleges and universities; conducts research with respect to other successful after-school programs and adapts FCPS programs, as appropriate; ensures compliance with all applicable federal, state, and local regulations and laws; assumes responsibility for the related operating budget and for increasing program funding through grant application, user fees, partnerships and fund-raising activities; allocates assigned and required resources, both physical and human; and prepares and delivers written and oral reports.

### Supervision Received/Given

Receives limited direction from the chief operating officer. Participates in the recruitment, screening, selection, assignment, supervision, and evaluation of assigned personnel. Provides guidance and assistance to full-, part-time, and/or hourly employees, as assigned. May serve as point of contact for School Board, public entities, and the faith and business communities.

### Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in education, planning, recreation, or program management (master's degree preferred), including or supplemented by coursework in initiative development or implementation, plus six years of progressively more responsible related experience, some of which shall have been in a supervisory or leadership capacity. Teaching experience preferred. A master's degree may be substituted for one year of the required experience. Can demonstrate knowledge of the theory, procedures, practices, equipment, supplies, and regulations and/or legislation related to a variety of after-school programs; knowledge of school organization and mission; knowledge of the diverse needs of the student populations served; skill in personnel, financial, and administrative management; ability to establish goals, objectives, and action plans; ability to manage, motivate, lead, and challenge a team; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with FCPS staff, varied Fairfax County organizations, the School Board, and federal, state, and county officials.

