JOB DESCRIPTION

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| **Position Title:**  Program Director | **Status:**  Exempt/Non-Exempt |
| **Reports to:**  Executive Director |
| **Position Overview:**  Responsible for supervising and providing on-going support to Student Support Specialists. This Program Director will lead and directly supervise site staff in the implementation of the CIS model and work towards meeting school site benchmarks. This Program Director will mentor and coach program staff and assist Executive Director with overall program administration. | |
| **Essential Functions:**   * Ensure that the CIS model is implemented with the highest fidelity and conforms with the Student Support Standards * Assist Student Support Specialists in conducting a school-wide needs assessment to be used as the foundation of the School Support Plan * Support the Student Support Specialists with the coordination of Tier 1, Tier 2 and Tier 3 interventions and supports * Ensure that all interventions, supports and other activities are in line with guidelines set forth in signed School Support Agreement as well as school policies and procedures * Ensure that Student Support Specialists regularly and systematically collect, enter and report data into database in a timely manner (weekly) * Ability to undergo training and conduct training with SSS back at the sites * Oversee and ensure that student profiles and records on attendance, behavior and course work are organized and maintained * Supervise Student Support Specialists, ensuring completion of tasks and achievement of goals and objectives. * Ability to coach Student Support Specialists and provide constructive feedback * Provide effective leadership to Student Support Specialists by articulating and promoting high standards of services, ethics, and professional conduct * Interpret guidelines, policies, and procedures to Student Support Specialist * Collaborate with Executive Director to ensure proper record keeping, manage/analyzing data and filing of all reports * Serve on committees and task forces for other county agencies and organizations to assure communication and collaboration * Conduct bi-weekly meetings of Student Support Specialists to assure clear communication and promote team building * Work closely with Executive Director and Student Support Specialists to ensure implementation of Annual Operations Plan * Assist in developing and evaluating formal/informal partnerships with agencies, organizations, and school administration to assess needs and provide supports and services * Participate in personal and professional staff development, including CISNC and National CIS training * Perform other duties necessary for the successful operation of programs as assigned. * Ability to see, hear, speak and travel. Add amount of travel. * Must be able to lift 20 pounds | |
| **Necessary Skills:**   * Strong leadership skills * Outstanding communication and interpersonal skills * Public speaking and presentation skills * Superior coordination skills * Must be able to prioritize and handle multiple tasks, completing assignments in a thorough, accurate and timely manner * Ability to perform required project tasks independently * Ability to develop strong team of Student Support Specialists * Ability to communicate difficult information clearly and effectively * Accountability-focused * Problem-solver * Patient, but action oriented | |
| **Required Education/Experience:**   * Bachelor’s degree (Master’s preferred) in public administration, education, social services or related field is required * 5 years’ minimum experience with supervision and project management, including managing budgets in nonprofit /education/business or related environment. * Valid North Carolina driver’s license and insurance * Awareness and concern for the needs of children, youth and their families * Technologically proficient in all office technology systems including developing spread sheets, word processing, email, Skype, and Facetime | |

*NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*

*I understand and agree to carry out the responsibilities described in this Job Description.*

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Employee Signature Date

*We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, sex, national origin, gender, gender identity, sexual orientation, disability, age, genetic information, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.*