

## RIPON AREA SCHOOL DISTRICT

### Job Description

Department:	Manager
Job Title:	BRAVE Program Director
Qualifications:	Education Level: Minimum of High School Diploma required. Additional education preferred.
Experience:	Background in program oversight including making decisions and acting on them independently, managing multiple projects and deadlines at the same time, strong ability to manage and give close attention to details. Strong leadership and collaboration skills. Strong organizational and scheduling skills.
Other Requirements:	Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the public in an agreeable manner. Ability to motivate, guide, and lead students and staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to react to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned. Proficient in Microsoft Word, Excel, and Google Docs. Demonstrates the ability and willingness to learn new technology and implement it into daily work.
Reports to:	Business Manager and Site Principal
Supervises:	Staff, students, and volunteers
Job Goals:	To provide strong leadership to maintain and grow program by acting as an advocate for students and creating unique and varying educational opportunities for them.

#### Essential Job Functions/Responsibilities for BRAVE Program Director:

1. Organizes and schedules all BRAVE CLC on-site activities within assigned budget.
2. Hires, trains, and supervises all site volunteers and paid personnel.
3. Liaison with community and agency partners to provide effective on-site community programming and services.
4. Oversees all programs and activities with site principal and staff to ensure effective after-school programming that links to school day programs.
5. Administers all BRAVE CLC site policies and procedures and is the main district

contact for BRAVE CLC questions and initiatives.

6. Create BRAVE Master Calendar and share with BRAVE Staff and ASC.
7. Create deadline dates for site coordinator and clerical use.
8. Recruit, interview, hire, train, and support site coordinators and BRAVE clerical staff.
9. Work with CESA 6 and site coordinators to adhere to all hiring and employee relations policies.
10. Maintain employee records for CESA 6.
11. Define payroll deadlines for site coordinators and employees to meet CESA 6 payroll deadlines.
12. Process, approve, and submit payrolls for all BRAVE sites.
13. Review and approve CESA 6 payroll invoices.
14. Partner with building administrators and school liaison officer to identify safety concerns and develop safety plans during BRAVE programming.
15. Create the annual BRAVE budget.
16. Review and approve all BRAVE expenditures.
17. Review monthly financial reports and keep site coordinators updated on use of budget.
18. Process collected BRAVE fees.
19. Assist site coordinators with collecting delinquent fees.
20. Apply for grants to support programming.
21. Supervise and approve the use of grant money.
22. Attend community functions as a representative of the BRAVE program.
23. Act as the spokesperson for the BRAVE program. Promote and publicize programming opportunities and events.
20. Develop and coordinate family outreach programming.
21. Write and submit the annual BRAVE report to the School Board.
22. Maintain BRAVE financial, programming, and employee records.
24. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.

25. Performs other duties as assigned by the Superintendent.

The term of employment for the BRAVE Project Director shall be 40 weeks coinciding with the teacher calendar, plus additional days each summer as deemed necessary by the administrative team in accordance with applicable Wisconsin law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

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Signature

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Date

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Print Name