



Title: Assistant Director of Staff Development – Kids Plus Before & After School Program

Qualifications:

1. Bachelor's degree or higher (preferred)
2. Experience working with diverse population, preferably in a school or similar setting
3. Excellent leadership and organizational skills
4. Knowledge of developmentally appropriate behavior of children
5. Ability to be flexible to meet the needs and interests of children
6. Excellent customer service and interpersonal skills
7. Excellent written and oral communication skills
8. Experience with budgeting and other financial matters
9. Willingness and ability to hours outside a traditional school setting
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Kids Plus Program Director

Supervises: Kids Plus Program staff and volunteers

Position Summary: The Kids Plus Program Assistant Director of Staff Development is primarily responsible for providing oversight to program staff, volunteers, and program participants to ensure implementation of quality before and after school programming that complements and enhances the District's traditional school day. This role includes ensuring a safe and inclusive environment; planning, implementing, and evaluating enrichment activities; supporting student success; and handling student discipline.

Key Responsibilities:

1. Provides guidance to site-based hourly management to ensure safe, effective academic and social-emotional learning environments that offer maximum inclusion of students with unique educational needs, including students with disabilities and English language learners.
2. Maintains complete and accurate records in the program office through oversight of site-based hourly management and other affiliated staff across the District.
3. Designs and delivers a comprehensive training program to ensure staff and volunteers are trained in program-specific protocols, safety procedures, and Kids Plus standards on a continuous basis.

Job Duties:

Management and Leadership

- A. Oversees the onboarding process to familiarize new hires with the program's policies, goals and expectations.
- B. Supports staff in implementing best practices for student engagement and behavior management; monthly program plans and implementation of program plans; submission of evaluation forms, materials request forms, and field trip evaluation forms; and interaction with other staff, students, and parents/guardians; and staff attendance and punctuality.
- C. Identifies staff training needs through regular assessments, feedback, and performance evaluations.
- D. Assists with planning and facilitating regular Professional Development workshops, staff meetings, and webinar training.

- E. Develops tools and resources to help staff implement best practices for their roles.
- F. Provides ongoing coaching and feedback to staff to ensure high-quality programming.
- G. Conducts performance reviews and provides constructive written feedback to staff.
- H. Develops improvement plans and mentors staff members to achieve their potential.
- I. Acts as a resource for staff, addressing concerns, resolving conflicts, and promoting teamwork.
- J. Creates and distributes a newsletter for staff.
- K. Maintains appropriate program records, including attendance and work schedule databases.
- L. Maintains an appropriate supply of program materials, including those needed for the academic and SEL curriculum.
- M. Assists with distributing program supplies, food, etc.
- N. Assists with coordinating special program events such as intersession activities, Spring and Fall Break activities, Early Out Monday activities, field trips, and other activities assigned.
- O. Assists with payroll management.
- P. Assists in recruiting and hiring program staff and volunteers in accordance with program and District procedures.
- Q. Maintains an open line of communication with the Program Director regarding the program's daily operations.
- R. Communicates and collaborates on a regular basis with building leadership and staff to facilitate student learning.

Student & Family Experience

- A. Promotes a positive environment that encourages student participation, leadership, and social-emotional growth.
- B. Assists staff in creating a site culture and climate conducive to student engagement and learning.
- C. Regularly observes program activities and provides guidance to improve service delivery and maximize the inclusion of students with unique educational needs, including students with disabilities and English language learners.
- D. Assists in organizing and arranging sites to help facilitate learning.
- E. Models and demonstrates effective behavior management strategies and de-escalation techniques.
- F. Communicates frequently with parents/guardians, providing feedback and information regarding their children (including disciplinary matters), program activities, and events.
- G. Assists in facilitating family engagement initiatives.
- H. Assists with the coordination of parent and community forums and annual surveys of parents/guardians.
- I. Collaborates with community organizations and external partners to provide additional resources and opportunities for staff.

Acting with Integrity, Fairness, and In an Ethical Manner

- A. Models the attributes of an effective District leader, including demonstrating ethical actions, positive demeanor, collaborative working relationships, and a connection to community agencies that support schools.
- B. Models a positive approach to interacting with all District staff.
- C. Exercises confidentiality and good judgement in all aspects of work.

Other Responsibilities

- A. Responds to urgent matters, including personnel issues, student disciplinary matters, late pick-ups by parents/guardians, etc. outside of normal program hours, as needed and directed.
- B. Complies with and ensures others comply with Federal, State, and local laws; regulations of the Illinois State Board of Education; and the District's Board of Education Policies.
- C. Develops department procedures and makes recommendations regarding District policies and negotiated agreements.
- D. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability.
- E. Develops and maintains successful, cooperative relationships with personnel, union leadership, and the general public.
- F. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, or enrolls in advanced courses).
- G. Provides administrative support for other District programming as assigned.
- H. Performs all other duties necessary to the position and such other duties as may be assigned.

Terms of Employment: Salary, fringe benefits, and work year as established by the Board of Education

Evaluation: Performance will be evaluated annually by the Kids Plus Program Director

FLSA Status: Exempt

Status: Created November 18, 1996
Last Revised March 13, 2025