



Director of After-School

Grace School
Houston, Texas

Grace School, founded in 1975, serves students from early childhood through eighth grade. Grace School is a ministry of Grace Presbyterian Church, welcoming students from diverse ethnic, religious, and socioeconomic backgrounds.

Responsibilities

The Director of After-School reports to the Head of Primary School. Responsible for providing an enriching and educationally sound experience. Manages the program staff and operations and maintains relationships with the school community to include developing an appropriate curriculum and plan activities that are consistent with the mission of the program and school.

Staff Management

Responsible for the recruitment, hiring, and training of all staff. Perform background checks and fingerprinting as well as maintain staff files and oversee the obtainment of required continuing education hours. Conducts performance evaluations and develops professional development plans for the staff to ensure the program is maintaining a high level of quality.

Operations Management

Manages the operations of the GAP program, from ensuring staff has the necessary tools and equipment as well as monitor the program for health and safety hazards. Maintains safety records required by the Fire Marshall as well as licensing, including insurance policies, city health inspection inspections, and Licensing Certificates. Oversee budgeting and purchasing. Develops weekly snack menu and order food as necessary.

Licensing Regulations

Obtain required credentialing for GAP program to meet the excellent standards without deficiencies. Maintains all student and staff files in compliance to licensing. Reviews minimum standards with all staff members and discuss any new regulations.

Community Relations

Success of GAP is its ability to attract students to the program by providing them with meaningful and enriching experiences. Meet with incoming parents to discuss the program and its benefits.

Health and Safety

Ensure all staff are CPR and first aid certified. If a child has an accident, Director is responsible for assessing situation and follow protocol to include completing accident report and communicating with the parents. Work with Head of Primary School in following the Crisis Management Plan for the program. Perform practice drills.

Security and Maintenance

Work with security on situations that might arise. Enforce the wearing of parent badges. Oversee procedure in which someone other than parent picks up the child.

Enrichment Programs

Select and choose all the courses for the enrichment program. Obtain application, contract, and required documents for each company that provides a program to Grace School. Receive course details and pricing from each company to put into a brochure that is then created and distributed to families. Prepare class rosters and obtain space for classes through School Dude.

This position requires the person go through the Texas State Licensing approval.