

FLSA Status: Exempt, full-time
Prepared By: Kelli Clark
Job Title: Education Programs Manager
Reports To: Director of Education
Prepared Date: 7/22/2022; 7/9/25

Summary:

The Education Programs Manager is responsible for supporting the Director of Education, supervising classroom assistants, and organizing and overseeing the Education and Extra-Curricular Programs of Positive Tomorrows. The Education Programs Manager provides leadership and supports classroom assistants in meeting the programmatic goals, helping to develop and implement academic and enrichment activities for students, supporting and monitoring volunteers during extra-curricular programming, establishing a cooperative and effective working relationship with students, parents, staff members, and collaborative partners.

Essential Duties and Responsibilities:

- Supervise, evaluate, and support classroom assistants.
- Communicate and coordinate with the Director of Education coverage needed for the school day, the after-school program, break camps.
- Coordinate daily staff coverage for the teachers, after school program, break camps, and teacher's assistants.
- Under the Director of Education's supervision, coordinate the development and implementation of the after-school program and break camps, collaborating with the Volunteer Coordinator to assure adequate staffing. Supervise, suggest improvements, and implement policies and procedures for the operation of the after-school program and break camps.
- Communicate dates/times/places of after school program and break camp activities with parents and staff.
- Create and maintain the after-school program and break camp schedules. Keep the Positive Tomorrows' calendar up to date.
- Create and distribute monthly school enrollment reports, after school program enrollment reports, monthly after school program reports, break camp enrollment reports, final break camp reports, monthly housing report and other reports as requested by the Director of Education.
- Maintains daily attendance and attendance records.
- Assists with creating the annual school calendar.
- Attend and manage minutes for the Education/Family Support Collaboration, teachers', and classroom assistant meetings.
- Collaborate with organizations to leverage resources and provide diverse enrichment experiences. Develop new partnerships as necessary. Act as point of

contact for after school program and break camp staff, volunteers, and community partners. Manage community partners' Memorandums of Understanding (MOUs).

- Complete all applicable Field Lesson Request forms, Volunteer Request forms, and In-Kind Donation Request forms and submit to appropriate staff member with ample lead time. Receive, sort, organize, and store in-kind donations in a timely manner.
- Coordinate with Volunteer Coordinator to ensure all school and extracurricular program volunteers have completed the volunteer onboarding process.
- Monitor After School Program/Break Camp staff and volunteer activities.
- Assist with transportation needs; transporting students, driving company vehicles, etc., as needed
- Participate in ongoing and annual program evaluation; recommend improvements.
- Other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of child development and ability to design programs to meet child needs.
- Knowledge of volunteer management.
- Knowledge of community resources regarding children's programs.
- First Aid and CPR current certification
- Safe Sleep trained
- Knowledge of general office procedures and processes.
- Knowledge of office software programs (Microsoft Office, Outlook, and database software).

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Design - Generates creative solutions, demonstrates attention to detail.
- Problem Solving - Gathers and analyzes information skillfully, and applies it appropriately.
- Planning/Organizing - Prioritizes and plans work activities, uses time efficiently, plans for additional resources, sets goals and objectives, and develops realistic action plans.
- Strategic Thinking - Develops strategies to achieve organizational goals, understands organization's strengths & weaknesses, adapts strategy to changing conditions.
- Adaptability - Manages competing demands, able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work

when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.

- Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, presents ideas and information in a manner that inspires others.
- Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments.
- Technical Skills - Shares expertise and ideas with others.
- Written Communication - Writes clearly and informatively.
- Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect and objectivity, keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values.
- Organizational Support - Follows policies and procedures, completes administrative tasks correctly and on time, supports organization's goals and values, benefits organization through outside activities.
- Quantity - Completes work in timely manner.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Written and verbal communication skills, ability to relate to diverse individuals.
- Education/Experience: Bachelor's degree in related field; may be substituted by combination of education and experience in working with children, families and at-risk populations.
- Language Ability: Ability to read and interpret documents such as safety rules, instruction and procedural manuals. Ability to write reports and business correspondence. Ability to effectively speak before groups of customer, employees and the general public.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Computer Skills: To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet software, Internet software, and Database software.

Other Qualifications:

- Must have or be willing to obtain current CPR and First Aid Certificate

- Must have or be willing to obtain Safe Sleep certificate
- Must be at least 25 years old

Supervisory Responsibilities: Position has limited supervisory authority over classroom assistants, extra-curricular program staff and volunteers. Authority is delegated by the Director of Education and is primarily in effect during the absence of the Director of Education.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to lift up to 25 pounds.
- Must be comfortable with prolonged standing, walking, frequent bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.
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Print Name

Date

Signature

Director of Education

Date