

School District Position Description

Position Title:	Director, AmeriCorps Program	
Department:	Federal Programs	
Reports To:	Federal Programs Coordinator/Superintendent	Revised
Approved By:	Butler Co. Board of Education	Date: October 15, 1998

SUMMARY:

Develops, organizes and manages the day-to-day operations of the AmeriCorps Grant. Administers functions related to staff development, scheduling, evaluation, and curriculum development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Writes and revises AmeriCorps grant
- Works with principals, department heads, teachers and subject matter specialists in integrating the general philosophy and goals of AmeriCorps into school reform efforts
- Coordinates and evaluates the AmeriCorps program and makes appropriate recommendations
- Supervises and evaluates the work of the AmeriCorps members
- Assists in achieving efficient and effective operations by functioning as a liaison with Central Office auxiliary services
- Participates in planning, distributing, and monitoring the AmeriCorps budget, which includes materials, supplies, training, and travel
- Works with outside educational authorities and regulatory bodies on AmeriCorps goals
- Formulates and implements professional development activities which address curriculum needs for AmeriCorps Members
- Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

SUPERVISORY RESPONSIBILITIES:

- Supervises AmeriCorps Members and staff.

***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.*

EDUCATION and/or EXPERIENCE:

Minimum of Bachelor's Degree. Must have supervisory/administrative experience and/or early childhood/elementary experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts and operations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to speak clearly and concisely both in oral and written communication is essential.

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.*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is required to interact with the public and staff, meet deadlines with severe time constraints.

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.*

The noise level in the work environment is usually moderate. However, short deadlines and other factors may lead to stressful environments.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.