

DIRECTOR OF ENRICHMENT CENTER

GENERAL STATEMENT OF DUTIES: Responsible for the day to day administration and supervision of the Enrichment Center Program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level educational position, an incumbent in this class is responsible for program development, staffing and administration for the Enrichment Center Program. The Director oversees programs for middle-school-aged children. Incumbent exercises supervision over subordinate program staff.

EXAMPLES OF WORK: (Illustrative Only)

Develops a variety of educational, recreational and social enrichment activities in cooperation with the staff and with the approval of the school Principal;

Assists in interviewing and selecting staff;

Schedules staff training and development sessions;

Supervises program staff;

Conducts regular activity and staff evaluations;

Arranges for substitute staff as needed;

Schedules staff meetings;

Writes a newsletter to keep parents informed of the program;

Organizes, directs and leads orientation for parents and enrollees;

Adheres to the Enrichment Center budget;

Recommends termination of enrollee within approved center guidelines;

Notifies staff, enrollees, parents of emergency and early school closing;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of program activities (i.e.: arts & crafts, music, science, sports) for children; good knowledge of local community needs and interests; ability to assign duties and supervise program staff; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively, both orally and in writing; initiative; resourcefulness; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) possession of a high school or equivalency diploma and four years of experience working with children within an educational, recreational or social service setting, including or supplemented by two years of supervisory experience; or (b) an Associates Degree* and two years of experience working with children within an educational, recreational or social service setting, including or supplemented by two years of supervisory experience; or (c) a Bachelor's Degree*; or (d) a satisfactory equivalent combination of the foregoing training and experience.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Cortlandt #2

J. C.: Competitive

Yorktown #2 (Part-time)

J. C.: Non-Competitive

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Job Class Code: S276