



## **Manager of School Age Programs**

Position Description

This position is exempt

### **Organization Structure:**

The Manager of School Age Programs reports to the Administrator of School Age Programs. The Manager of School Age Programs will be responsible for developing and implementing an after school program based on the Department of Education's framework.

### **Essential Functions:**

- Maintain effective and positive communication with other Guild of St. Agnes staff members, Worcester Public School personnel and parents.
- Demonstrate excellent and professional verbal and written communications.
- Provide leadership to ensure programs and services are successfully delivered through teaching staff.
- Demonstrate emotional maturity and stability.

### **Specific Responsibilities:**

- Assure that Guild of St. Agnes School Age Programs meet licensing, ESE and agency standards.
- Develop and implement an after school curriculum for the Guild of St. Agnes that reinforces Massachusetts Standards and Frameworks.
- Oversee implementation of QRIS in school age programs.
- Conduct regular meetings with staff to communicate Guild of St. Agnes policies and discuss programmatic issues.
- Arrange external training for staff as needed.
- Develop annual school age training plan and coordinate orientation and evaluation of all school age training.
- Other duties as directed.

### **Other responsibilities related to the overall agency include the following:**

- Representing the agency at various meetings throughout the communities.
- Facilitating the standardization of policies and procedures for the Guild.
- Assuring the implementation of the Department of Early Education and Care rules and regulations in School Age programs

**Qualifications:** Candidate must have at least three years of experience managing, training/supervising people. Individual must demonstrate a working knowledge of the regulations related to the Department of Early Education and Care and other regulatory bodies. Individual must have the ability to travel to different Guild of St. Agnes after school programs and schools. Bachelors Degree required with a concentration in education or social services preferred.