

Job Title: Sr. Program Manager	FLSA Status: Exempt
Reports To: Area Manager	
Number Supervised: 2-5	Revised Date: May 2015

Position Summary

As a Sr. Program Manager, you'll be Right At School's liaison with the school administration, education staff and our Area Managers. Ensures we deliver high quality, fun, safe and interactive after-school programming that delights the children attending our programs and their parents while delivering a focus on the 4Cs – Character, Confidence, Creativity and Conditioning. Instrumental in mentoring and developing new team members.

Key Competencies

- Approachability
- Learning on the Fly
- Interpersonal Savvy
- Directing Others
- Dealing With Ambiguity
- Conflict Management
- Building Effective Teams
- Time Management
- Listening
- Integrity and Trust

Principle Accountabilities & Deliverables

- Manages the Right At School staff, including timely coaching and documentation of performance issues, formal performance evaluation and ongoing professional development and creation of a high functioning team of educators
- Oversees and manages the Right At School staff who implement after-school curriculum, including enrichment specialists, vendors, and extended after school care educators to ensure the delivery of engaging, interactive educational experience consistent with the 4Cs
- Trains, mentors and coaches staff on Right At School's policies and procedures
- Responsible for orienting new Program Managers to Right At School protocols, policies and procedures
- Manages staff compliance with district-specific policies in coordination with the Area Manager
- Works with school administration and staff to establish plans and procedures to ensure the safety and security of children during the Right At School program
- Develops strong relationships with school administration, parents and PTA organizations, where applicable, to ensure successful delivery of all Right At School programs and ensure customer satisfaction with the program by holding regular in-person meetings
- Ensures that their site/program is compliant with all relevant licensing requirements and maintains a strong relationship with licensors where applicable
- Meets student retention, enrollment and labor goals
- Markets programs at school events and grass-roots community marketing as needed
- Communicates regularly with parents through informal daily check-ins as well as through the parent communication area on site
- Meets and reports regularly to the Area Manager regarding program, site and staff performance
- Manages and orders supplies as needed according to curriculum
- Maintains accurate records and answers email/phone messages in a timely manner
- Administers light first aid when necessary

- Documents and communicates regularly with school's front office staff with regards to injuries and/or incidents
- Other duties as assigned

Knowledge, Skills, & Abilities

Education / Experience

- High School diploma/GED required.
- B.A. or Associates degree preferred.
- 30 semester hours of college with at least 10 semester hours in early childhood/elementary education and two years of experience working with children (must complete 18 semester hours in education within 2 years of working for RAS) OR 60 semester hours of college and at least 18 hours in early childhood/elementary education preferred
- Must meet state licensing requirements where applicable
- Experience with implementing and administering key processes with little supervision.
- 1-2 years' experience leading a team preferred
- Must be 21 years of age
- First Aid and CPR Certification required

Skills

- Ability to make independent decisions on issues that do not require oversight.
- Ability to prioritize critical tasks ahead of routine ones, as well as prioritize schedule demands with an appreciation and recognition of key, critical issues.
- Ability to multi-task and meet deadlines and adapt smoothly to rapidly shifting work priorities and schedules.
- Assertive and confident, with excellent interpersonal communication skills.
- Extremely organized and detail oriented.

Abilities

- Must be able to lift, carry, push, or pull up to 15 pounds 25% or less of the workday
- Must be able to stoop, kneel, crouch, or crawl 25% or less of the workday
- Must be able to talk, see, hear, concentrate, think, learn and reason for all of the workday
- Must be able to sit and walk or otherwise move around for prolonged periods of time throughout the workday.