



K-5th Program Director

Director of Connectedness

Reporting to the Executive Director, the K-5th Program Director, will be responsible for ensuring that all PTM students in K-5th are working towards “connectedness” through the following: **connection to a sense of purpose through relationship with God, active participation in afterschool program, connection to a caring adult, connection to a positive peer group, connection to enriching experiences, and growth in literacy.** The person in this position will serve in such a way that allows PTM to fulfill its vision that “through joy-filled friendships, Preston Taylor children will pursue their God-inspired dreams”. Embracing PTM’s Christ-centered mission, the K-5th Program Director will lead by example in every area of PTM: spiritual, educational, physical, and social.

Responsibilities

General:

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Oversee the coordination and administration of all aspects of K-5th grade programming.

Specific

- Lead K-5th PTM East programming in clearly teaching the gospel of Jesus Christ ensuring that all students are clearly and consistently taught PTM’s Core Beliefs.
 - Guide all K-5th grade site directors in curriculum development and selection for core belief instruction.
- Outside of Family Resource Center sites, lead PTM in providing fun, safe, and meaningful K-5th grade afterschool programming.
 - Assist in the hiring of afterschool site directors.
 - Continually train and resource all K-5th grade site directors.
 - Supervise elementary program staff by providing direction, input and feedback.
 - Fill in for every elementary site leader as needed.
 - Lead in provision of snacks.
 - Lead in student enrollment to ensure sites are running at capacity
 - Lead in and provide opportunities for professional development in area such as behavior management
- Ensure that K-5th graders have opportunities for mentoring relationships.
 - Work with lunchmate mentoring coordinator to match students with caring adults.
 - Work with partner agencies to provide opportunities for mentoring relationships.
 - Support 3rd-5th grade enrollment and participation in Breakfast and Bible Study.
- Provide opportunities for all PTM K-5th graders to participate in a positive peer group.
 - Provide supervision for a Sports Director tasked to execute a sports program that allows every student the opportunity to participate on a sports team.
 - Work with partners and volunteers to create chances for K-5th graders to grow in a peer group.
- Provide opportunities for all PTM K-5th graders to take part in enriching experiences.

- Coordinate staff leadership, transportation, and opportunities to expose children to experiences both during and outside of afterschool program hours.
- Ensure that all PTM K-5th graders become more confident readers.
 - Provide supervision for a Literacy Director tasked with hiring, training, supervising and resourcing reading teachers at each elementary and FRC afterschool site.
 - Create workable schedule for afterschool programming allowing students to have adequate time to grow in reading.
- Secure and maintain a Commercial Drivers License; on occasion provide transportation for normal afterschool programming and “after hours” field trips
- Lead PTM’s annual PTM-wide retreat.
- Lead PTM in measuring student connectedness based on PTM-created connectedness scorecard.
- This position would be the primary supervisor for: K-5th site directors (outside of FRC sites), lunchmate coordinator, sports director, and director of literacy.

Work Schedule

This is a full-time, exempt position, requiring an average of 40 hours/week, Monday through Friday, with on average four hours per weekend required. While there is some flexibility in the job to work from remote location, the successful K-5th Program Director will be present at PTM programming during afterschool and summer program hours. School Year Program hours are:

Mondays-Fridays: 3:00—6:00

Summer Program hours are:

Tuesday-Friday: 9:00-4:30

Outside of the above hours, the Program Director will have flexibility to create a personally workable schedule to satisfy the requirements of the position.

Sample School Year Schedule

Monday: 10-6	8
Tuesday: 11-7	8
Wednesday: 10-6	8
Thursday: 6:30-8:30am; 2-6	6
Friday: 12-6	6
Saturday or Sunday: 1-5	4

Sample Summer Schedule

Monday: 8-12	4
Tuesday-Friday: 8-5	36