



# Gretna Public Schools FOUNDATION

## Program Director Job Description

The Gretna Public Schools Foundation is hiring a full-time Program Director to support the Kids Connection Program. The Program Director is a full-time salaried employee of the Gretna Public Schools Foundation. The Director ensures the program meets its goals and objectives, evaluates sites, implements training, documents files, assists with annual personnel evaluations, updates employee handbooks, ensures safety at sites and compliance with requirements of DHHS, and assists site directors with planning. The Director assists in creating and fostering a team environment to ensure the success of the program.

### Other duties include:

- Possess strong leadership and organizational skills.
- Comply with Kids Connection program documentation and confidentiality policies and procedures.
- Effectively hire, manage, train and motivate Office Staff, Site Directors, Assistant Directors and support staff.
- Communicate effectively to the Executive Director at monthly Foundation meetings and give accurate reporting to provide to the Foundation Board of Directors.
- Establish and maintain effective working relationships and communication with the staff, parents, teachers, board members and all employees.
- Operate standard office equipment.
- Learn and utilize various software programs used at the Foundation
- Communicate effectively and follow both oral and written instructions.
- Be available by telephone to staff and parents, during the program's hours of operation.
- Conduct monthly Site Directors meeting and site check ins.
- Develop and maintain policies and procedures for Kids Connection program family and employee handbooks.
- Plan and implement Kids Connection program registration process.
- Respond promptly to inquiry and complaints from parents, Kids Connection staff and district staff.
- Work within budgeting guidelines.
- Strong knowledge and prior experience in developing and implementing daily activities, including educational and recreational planning.
- Demonstrate an ability to effectively evaluate staff and provide feedback for staff development.
- Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
- Ability to perform job duties independently and efficiently while managing frequent distractions.

- Ability to prepare and maintain departmental records, reports and correspondences pertaining to the functions of the Kids Connection program.
- Perform other duties as assigned.

**Required Education/Experience:**

- High School Diploma or Higher
- Previous experience working with children in a childcare/educational environment preferred
- A minimum of three years supervisory experience preferred.

**Salary and Benefits:**

- \$55,000+ annual salary based on experience and credentials
- 403b retirement plan with 4% employer match
- Partial paid health, dental and vision Insurance
- Life Insurance Policy
- Paid Time Off & Sick Days
- Paid Holidays
- Professional Development

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice. The GPS Foundation does not discriminate and is an equal opportunity employer.

For employment questions and further details or to apply, please email your resume and cover letter to Holly Radke at [hradke@gpsne.org](mailto:hradke@gpsne.org).