



**Job Title:** Program Director

**Overtime Status:** Exempt ☒ Full Time ☐ Part Time

**Class:** ☐ Sedentary ☒ Light ☐ Medium ☐ Heavy ☐ Very Heavy

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**REQUIREMENTS:**

- A. **Education Level:** Bachelor's degree required in Education, Human Services, Psychology, Child Development or other related field
- B. **Certification:** Teaching preferred
- C. **Experience Desired:** 5 or more years' experience working with elementary aged students. Experience building or running a high quality program for kids, Education Administration experience a plus.
- D. **Other Requirements:** Excellent verbal and written communication skills, demonstrated ability to build strong relationships with potential and existing donors. Regular, dependable attendance is an essential function of this position.

**REPORTS TO:** President

**RECEIVES GUIDANCE FROM:** President

**SUPERVISES:** Program staff

**ESSENTIAL FUNCTIONS:**

*NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.*

**Performs the following tasks:**

- Oversee all aspects of direct service programming offered by the Foundation for LPS.

- Build a pilot summer learning program to be launched in 2017 and expand the program in future years
- Design curriculum for summer learning program
- Hire and supervisor program staff
- Coordinate logistics and quality programs with partnering agencies
- Arrange all logistical and operational components of programs
- Develop and manage budget for Foundation educational programs
- Ensure high-quality extended learning opportunities for all students
- Create a positive, diverse learning culture for children and staff
- Ensure programming enhances the LPS curriculum and aligns with LPS strategic plan
- Expand programs offered by the Foundation and grow sustainability of the Foundation through mission focused earned income strategies
- Develop and maintain policies and procedures that protect the health and safety of students and staff
- Maintain communication with parents and other stakeholders around the Foundation programs
- Support Community Engagement efforts related to Foundation programs
- Is a member of the leadership team and supports the continued growth and strength of the organization and helps create a positive, productive and fun working environment
- Is an educational liaison between LPS and the Foundation
- Support the oversight and development of the Foundation fund agreements and projects to ensure highest quality educational outcomes
- Work with LPS, donors and the community to develop project concepts in order to support the Fund Development efforts
- Advise Foundation staff on educational best practices and uses of other Foundation funds
- Work with donors as requested
- Participate in community activities that relate to public education

- Represent FLPS at community meetings and projects
- Staff and support the program committee of the Foundation Board of Directors
- Maintain relationships with LPS Board members and LPS Instruction staff to ensure collaboration between the Foundation and LPS efforts to enhance educational opportunities
- Attend board meetings
- Attend executive committee meetings
- Conduct annual employee reviews of direct reports
- Volunteer 8 hours/year in the LPS system
- Other duties as assigned

**WORKING CONDITIONS:**

Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Some evening and weekend work is required.

**SPECIAL CONDITIONS:**

Must have own transportation for weekly travel between locations in Lincoln. Must have a valid driver's license and carry car insurance in accordance with state guidelines.