Job Description
21st Century Project Director

Foundation Communities (FC) is a nationally-recognized nonprofit organization that provides affordable housing and the tools low- and moderate-income families need to increase their educational and economic standing.

Position Reports To: Director of Education

Primary Purpose: Oversees all aspects of the development, implementation and management of the Texas ACE/21st Century Program.

Major Responsibilities and Duties:

Program Management/Implementation and Development:
- Articulate the Texas ACE/21st Century vision, mission and objectives to staff, administrators, students, families, and community leaders to generate support identifying problems and generating solutions through collaborative discussions in regular meetings.
- Coordinate the Texas ACE Program/21st Century implementation at each Center with the Site Coordinator, appropriate District Administrators, participating Center Administrators, and Service Providers.
- Develop and implement marketing & recruiting strategies along with appropriate communication goals and objectives for all centers.
- Create, publish, and implement effective procedures and policies to ensure an effective program.
- Present opportunities to provide students a broad array of additional programs, activities and services to reinforce and complement the regular school day.
- Serve as Liaison for TEA, District, and Center in regards to the Texas ACE Program.
- Offer opportunities for parents and students to engage in Family Engagement Activities.
- Ensure program variety remains unique and challenging, makes adjustments to curriculum and program offerings based on student need and interest.
- Respond to concerns of participating school administrators and service providers.
- Coordinate with community stakeholders to establish a sustainability plan to be implemented at the conclusion of grant funding, including facilitation of the Community Advisory Board(s).
- Supervise the Family Engagement Specialist required by the grant. Ensure that FES is fulfilling all grant requirements, meeting objectives of the grant and maintains accurate records and data on families.
- Coordinates utilization of 7-8 certified teacher positions which will work at the program sites.
- Helps connect with the school teachers about student needs and curriculum/course work.
- Establish and monitor each center budget and overall budget for operations.
- Ensure appropriate staff to student ratio (1:10) is maintained at all program sites, assist with staff coverage when needed.
Training and Technical Assistance:

- Complete training in and strongly knowledgeable of the TX21st System for student data and attendance, knowledge of reports to conduct weekly/monthly audits
- Designated grantee approver who will submit student data uploads, ensure that all attendance and student information is submitted and that end of semester and end of year data is submitted by TEA deadlines
- Attend all required Texas ACE Trainings, Webinars, Conference Calls, and Meetings
- Provide training and technical support to Site Coordinator and data staff

Compliance/Data Management and Program Evaluation

- Routinely conduct announced and unannounced site visits to programs to ensure compliance to project requirements
- Oversight of the monitoring process which will include desk audits, site visits, running data reports and providing a project improvement plan as needed
- Maintains calendar of TEA deadlines and assists project staff to adhere
- Serve as organization and project staff and external evaluator to ensure all data systems are in place and data is collected and submitted on time to ensure program effectiveness
- Compiles and approves time and effort logs for all project staff
- Assists in maintaining documentation of project and serves as point of contact for site visits by Technical Assistance Consultants or TEA

Supervisory Responsibilities:

- Oversight of Site Coordinators and Program Staff as required by project to ensure compliance
- Supervision of Family Engagement Specialist and their duties
- Assist in coordination of partners/vendors
- Communicate and promote high expectation levels with corresponding recognition
- Mediate and facilitate effective resolution of conflicts in a timely fashion
- Encourage consensus building and team decision processes
- Manage the use of office facilities to ensure a clean, orderly, and safe office
- Assess personnel performance and develop professional training to address gaps or to enhance existing positive traits while fostering a train-the-trainer atmosphere.

Qualifications:

Education/Certification:

- Minimum - Bachelor’s Degree in education or related field
- Preferred - Masters Degree in education or related field

Special Knowledge/Skills:

- Strong communication, public relations and interpersonal skills
- Strong organization and time management skills
- Excellent written and verbal communication skills
- High degree of computer proficiency using Microsoft Office
- Preferred - Ability to communicate in native language(s) of program recipients
• Preferred- previous experience managing 21st Century programs

**Experience:**

• Three years experience in an educational and/ or social work setting
• Supervisory experience of small to medium teams
• Experience in fiscal/budget management, data reporting, and management information systems
• Demonstrated competence in program development, marketing, implementation, and evaluation
• Working knowledge of local youth service organizations

Interested and qualified applicants should submit cover letter and resume and three professional references to Marisela Montoya at marisela.montoya@foundcom.org

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.*