

**NORTHEAST BRADFORD SCHOOL DISTRICT  
CCLC Program Director  
2022-2023 SCHOOL YEAR**



**Position Description**

The 21<sup>st</sup> CCLC Program Director is responsible for planning, developing, implementing, monitoring, and evaluating the 21<sup>st</sup> CCLC after-school programs. The director leads the development of 21<sup>st</sup> CCLC-related grant applications, submits state and federal reports, and prepares and monitors the 21<sup>st</sup> CCLC budget.

**Education/Requirements**

- Must possess a bachelor's degree.
- Supervisory experience required.
- Knowledge of after-school and summer program operations. Theory, principles, and methods, including knowledge of laws, rules, and regulations governing after-school programs.
- Knowledge of fiscal management practices and procedures.
- Excellent interpersonal and written communication skills. Must be able to communicate effectively with a wide variety of individuals internal and external to the organization.
- Demonstrate management and organizational skills.
- Work effectively under pressure and meet established deadlines.
- CPR and First Aid certification is required or must be willing to be certified.

Qualified candidates, please send a letter of interest, resume, PA Standard Application, transcripts, reference letters, current Acts 34, 114, 151 clearances, Mandated Reporter Training, Act 168 Sexual Misconduct/Abuse Disclosure, and PDE-6004 releases to Sharon Goble, 526 Panther Lane, Rome, PA 18837 or email [sgoble@nebpanthers.com](mailto:sgoble@nebpanthers.com). EOE. [www.nebpanthers.com](http://www.nebpanthers.com)

**Deadline to Apply**

Applicants will be reviewed until the position is filled.