

Program Director

CHAMPIONS ACADEMY / POSITION DESCRIPTION

Program	Champions Academy Afterschool and Summer
Employer	Excel Community Association of Alamance Inc
Reports to	Executive Director
Employment	Part time and grant funded; hours assigned by season
Compensation	Per approved offer and budget; not established by this draft
Budget role	6300.110.113

Position overview

Leads the implementation, quality, compliance, staffing, partnerships, evaluation, and sustainability of Champions Academy afterschool and summer programming. Retains overall program accountability while assigning daily operations to the Operations Manager, instructional leadership to the Lead Teacher and Curriculum Specialist, and fiscal processing to the Financial Manager.

This description consolidates the responsibilities found in the reviewed program records and assigns their practical implementation. It covers both seasons, including preparation and closeout. It is a review draft; ECAA approval and current grant requirements govern adoption.

Key responsibilities

Program leadership and grant administration

- Implement the approved application, continuation plan, goals, student-service model, operating calendar, and authorized amendments. Verify grade levels, feeder schools, student-contact hours, academic and enrichment dosage, family services, enrollment goals, and attendance measures against the current award.
- Maintain a master compliance calendar covering CCIP, 21DC, ERaCA, installment requests, reports, safety, training, contracts, inventory, continuation applications, amendments, annual evaluation, and closeout. Assign owners, monitor completion, and retain evidence.
- Serve as the principal NCDPI program contact; review guidance, notices, and CCIP history comments, distribute relevant instructions to staff, and resolve revisions. Attend required onboarding, continuation/budget training, monthly meetings and professional development, statewide conference, and other required sessions, or arrange permitted representation.
- Prepare, review, and obtain authorized signatures for program amendments, continuation materials, basic information, assurances, and related grant documents. Coordinate Budget 208 and Budget 209 revisions with the Financial Manager and fiscal agent; verify approval before implementation when required.
- Lead monitoring preparation, self-assessment, site visits, record production, interviews, technical assistance, and corrective-action responses. Track findings, deadlines, questioned costs, and documented resolution with ECAA leadership.

Personnel supervision and organizational controls

- Recruit, interview, select, orient, retain, and train qualified personnel through ECAA procedures. Oversee position descriptions, organization charts, staffing assignments, substitutes, coverage, credentials, background checks, clearance decisions, and handbook acknowledgments.

- Supervise the Operations Manager and Lead Teacher and Curriculum Specialist; oversee administrative and financial functions through the approved organizational structure. Resolve significant staffing, performance, discipline, hiring, and separation matters within delegated authority.
- Maintain the annual staff-development calendar, obtain staff input, arrange role-specific initial and summer refresher training, and retain agendas, signed attendance, materials, evaluations, and make-up training records.
- Ensure ongoing feedback and documented annual, summer, and end-of-assignment performance reviews. Arrange independent review when an evaluator has a conflict; submit the Program Director's own review to the Executive Director.
- Develop, update, communicate, and enforce program policies. Obtain independent approval for the Program Director's own pay, timesheets, reimbursements, clearance, and related-party matters; document disclosures and recusals.

Instructional oversight and student outcomes

- Hold the Lead Teacher accountable for complete lesson plans, standards alignment, instructional supervision, academic support, enrichment connections, assessment completion, and differentiated intervention. Review program quality without replacing the Lead Teacher's daily instructional management.
- Collect school data personally and/or through the Administrative Assistant from the principal/designee, school data manager, classroom teacher, or other authorized school contact. Maintain data-sharing permissions, collaboration agreements, a current contact list, and documented follow-up for missing information.
- Require STAR Reading and Math at the beginning of each semester and the end of the program year, and at the beginning and end of summer. Ensure the Lead Teacher tracks every student, coordinates make-up testing, and documents completion and exceptions.
- With the Lead Teacher, analyze assessments, report cards, school data, attendance, behavior, and engagement after each reporting period. Identify strengths and learning gaps; document tutoring, small-group, individual-support, and lesson-plan adjustments, then review subsequent progress.
- Oversee accurate attendance from day one, actual arrival/departure times, exclusion of travel time, weekly 21DC maintenance, surveys, average daily attendance, participation thresholds, and installment documentation. Resolve discrepancies and verify submissions.
- Conduct annual self-assessment and required program evaluation; prepare and submit the Annual Program Evaluation Report and stakeholder summaries. Use aggregate results for public communication, protect identifiable data, and provide notice of evaluation availability as required.

Safety and operational accountability

- Oversee facility accessibility, occupancy, inspections, emergency plans, posted routes, equipment readiness, secure entry, supervision, transportation, nutrition services, approved trips, and risk management. Verify operational records and follow-up rather than relying on verbal assurances.
- Ensure each drill type is completed within the first 30 afterschool days and first summer week. Oversee ECAA's monthly fire and quarterly shelter/lockdown schedule, logs, signatures, corrective actions, and accessible blank forms at the ECCO Champions closet door.
- Monitor weather and facility risks, authorize emergency operational decisions within policy, and ensure timely family/staff notices. Manage serious incidents, formal complaints, personnel concerns, and final student suspension or dismissal decisions; maintain due documentation.
- Approve field-trip educational purpose and schedules, coordinate required advance NCDPI approval and budget approval, and ensure consent, medical information, accessibility, staffing, transportation, participation records, and pre/post learning evidence.
- Oversee meal-provider agreements and required training/forms, food records and student counts, allergy accommodations, and avoidance of duplicated food reimbursement. Verify safe school pickup, rosters, authorized release, and visible-adult home delivery procedures.

Fiscal review and approval

- Give final approval to employee timesheets and contractor invoices except the Program Director's own and any presenting a conflict, which require Executive Director approval. Verify actual services, dates, work, rates, contract limits, supporting records, and program benefit before payment.
- Approve program expenditures and authorized personnel/payroll changes; verify allowability, budget availability, procurement, funding allocation, and required ECAA/NCDPI approval before commitments. Do not approve personal or related-party transactions.
- Review and sign agreements on behalf of the organization within delegated signing authority. Obtain required organizational and grant approvals, confirm scope, rates, dates, and obligations, and retain executed agreements with the appropriate program and financial records.
- Make authorized purchases and place orders for program supplies, materials, equipment, and services. Confirm program need, budget availability, allowability, procurement requirements, and required approvals; coordinate with the Financial Manager and retain orders, receipts, invoices, and delivery records.
- Review monthly budget-to-actual and cash-flow reports, encumbrances, funding availability, and reimbursement progress with the Financial Manager. Resolve shortfalls, missing documentation, duplicate charges, coding errors, and proposed amendments.
- Independently review and date bank, credit-card, and payroll reconciliations prepared by the Financial Manager. Verify records and discrepancy resolution; the Executive Director reviews if the Program Director prepared the reconciliation or has a conflict.
- Oversee audit readiness, fiscal monitoring, record retention, inventory control and disposition, fraud disclosure, contract approval, and grant closeout with the fiscal agent and Financial Manager.

Families partnerships and sustainability

- Lead family orientations before each season and before late entrants begin. Oversee the family-education calendar, the three required school-year workshop topics, substantive summer family education, and evidence of attendance, materials, feedback, and accessibility.
- Serve as an authorized parent contact for substantive concerns, progress, safety, and formal decisions. Ensure English/Spanish materials, additional language or literacy support, multiple communication methods, confirmation of critical notices, and protection of other students' information.
- Maintain active feeder-school and community collaboration, meetings, signed agreements, and data arrangements. Conduct and document equitable private-school consultation, outreach attempts, participation decisions, and follow-up applicable to the award.
- Lead enrollment outreach, retention, marketing, advisory participation, grant development, donor and partner cultivation, volunteer/intern partnerships, and the annual sustainability action plan. Document in-kind support and assign funding-development actions and timelines.
- Report progress and program needs to the Executive Director, Board, staff, families, schools, funders, and community partners; use evaluation and financial evidence to guide improvements and future proposals.

Website, social media, and email administration

- Maintain the organization's website, including current program information, applications, schedules, staff and position information, announcements, and contact details. Coordinate updates and ensure published content is accurate and timely.
- Maintain and manage the organization's social media accounts; prepare and publish program updates, outreach, and announcements, monitor messages, and protect student and family privacy when sharing information or images.
- Serve as administrator of the organization's email program. Manage accounts, access permissions, distribution lists, and account setup or closure; coordinate technical support and maintain secure administrative access.

Shared staff responsibilities

- Follow ECAA policies, the approved grant design, assigned schedules, nondiscrimination requirements, and role-specific directions. Perform other assigned duties that support Champions Academy and are appropriate to the position.
- Complete required onboarding, background-check clearance, handbook and emergency-role acknowledgments, meetings, professional development, and performance reviews. Submit credentials and renewal information; report changes affecting eligibility through the required process.
- Record all actual work, including preparation, training, documentation, and closeout, on weekly timesheets and required Time and Effort records. Identify grant and non-grant activities accurately; submit records for independent approval. Do not charge unrelated work to the program.
- Protect student, family, personnel, and financial information. Use authorized systems and individual credentials; secure paper files, devices, and grant property. Report breaches, loss, theft, damage, and inappropriate technology use promptly.
- Know and practice the posted ECCO evacuation, shelter, lockdown, lockout, medical-emergency, missing-child, and reunification procedures. Participate in assigned drills; maintain accountability and supervision whenever responsible for students.
- Report suspected abuse or neglect directly to the appropriate authorities without waiting for internal approval, then notify leadership as required. Report misconduct, conflicts, fraud, or safety concerns through the established process; uphold whistleblower protections.

Qualifications

- Proposed qualifications for ECAA approval: bachelor's degree in education, nonprofit administration, public administration, or a related field, or an equivalent combination of relevant education and experience.
- Demonstrated youth-program leadership, staff supervision, program evaluation, partnership building, grant administration, and budget oversight; ability to interpret and implement grant requirements.
- Strong communication, judgment, organization, data-analysis, and technology skills; working knowledge of CCIP, 21DC, ERaCA, and fiscal controls or ability to complete required training.
- Ability to remain accessible during business hours for required meetings and respond to program needs; close geographic proximity to the program site as recommended in the guidance.

Work schedule and environment

Work is assigned at the Ebenezer and ECCO campus, 734 Apple Street, Burlington, North Carolina, and at approved off-site activities as relevant to the role. Afterschool planning uses 3:00-6:00 PM on full ABSS student days; Summer 2027 planning uses 8:00 AM-5:30 PM. Preparation, meetings, family events, training, and closeout may occur outside student-service hours. Follow the current approved calendar and assigned coverage; a budget allocation is not a promise of hours.

Budget narrative reference: 35 hours/week for 45 academic-year weeks; 35 hours/week for 7 compensated summer weeks. Actual work and the approved staffing allocation control.

Performance and required work products

Performance review covers assigned duties, work products, documentation, safety, confidentiality, attendance, teamwork, and compliance. Retain required plans, logs, approvals, reports, and supporting records. Participate in annual and summer/end-of-assignment evaluations, corrective steps, and follow-up.

ECAA is an equal opportunity employer. Duties will be assigned within the employee's qualifications, training, and applicable accommodations.