



# OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org



## **Job Description: After-School and Community Engagement Manager**

Classified Management

Work Year - 260 Days

### SUMMARY DEFINITION

Under the direction of the Superintendent and Commandant, develop and maintain defined expectations regarding after-school programs and community engagement for OMI's 6th-9th grade cadets. By managing the after-school staff, budgeting, student direction, guidance, program and curriculum implementation, parent interactions, and facilities. Must foster strong relationships between cadets, parents, and the staff. Coordinate and meet state and federal requirements.

### ESSENTIAL DUTIES/ RESPONSIBILITIES

- Oversee daily operations of the program, creating a high-energy, organized, professional experience for students and staff alike.
- Responsible for staff scheduling, budgeting, and operational logistics of a program site.
- Work with all staff and 3rd-party associated with the after-school program to ensure a safe, fun, and exciting work environment/educational environment is provided.
- Enforce safety procedures and emergency rules.
- Develop a Program Logistics & Emergency Preparedness
- Assist in the creation, planning, and implementation of new or existing curriculum
- Supervision: Lead Instructional staff members at the Program Site
- Ensuring quality group leadership, high energy, and overall professional performance
- Review all resumes, attend interviews, and help with the onboarding process.
- Approve all timecards for the after-school program staff
- Creatively ensure initial opportunities for team building & development;
- Assign, delegate, and empower in a supportive, necessary, and effective manner;
- Set, work toward, and achieve measurable professional/personal development goals for employees based on their stated goals and program expectations;
- Oversee work performance (which may include addressing areas of improvement or prompt disciplinary action) and satisfaction surveys

- Handle questions, comments and/or complaints regarding education programs and events professionally and tactfully.
- Attend & schedule employee training programs and other training/meetings as directed.
- Complete mandatory training as directed.
- Submit regular reporting on program status
- Attend Grizzly Night; School Site Council(SSC), Parent Teacher Cadet Alliance(PTCA), English Learner Advisory Council( ELAC)
- Additional tasks such as outreach and recruitment
- Assist with special projects
- Tutoring, academic recovery, extracurricular activities
- Assist in the sports program
- Supervision
- Front office support
- Other duties as assigned

#### RELATED EXPERIENCE:

Minimum of five years of experience in an after-school program with an increasingly responsible management position.

#### REQUIRED EDUCATION AND LICENSES AND/OR CERTIFICATIONS:

Minimum of bachelor's degree; master's degree preferred

#### OTHER REQUIREMENTS

Physical Requirements: Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist; reaching overhead, above the shoulders, and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information in person or on the telephone and to make presentations.

Personal Qualities: Appearance, grooming, and personality that establish a desirable example for students.

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