

## LEADERS OF TOMORROW YOUTH CENTER



**Position Title:** Program Administrator

**Position Summary:** The Program Administrator is one of the main liaisons between LTYC teachers, school officials and the organization. This position is responsible for supporting the oversight of creative arts teachers at designated LTYC schools. This person will also be responsible for establishing and maintaining a positive rapport with school officials by conducting weekly communication to ensure adherence to quality standards, deadlines, proper procedures and to immediately handle issues that may arise.

**Reports to:** Director of Programs and Partnerships and Executive Director

### **Position Responsibilities:**

- Observes classrooms for developmentally appropriate practices, required posted materials, adequate and appropriate materials, safety/sanitation, and other required guidelines.
- Maintains complete and accurate required records, forms, reports and documentation of classroom monitoring and observations, and all other program related documentation.
- Supervises preparation of classrooms in order to provide a safe environment.
- Performs an assessment of staff needs through observation and communication.
- Ensures that teachers provide children with quality materials and experiences to promote all areas of development to meet expected outcomes.
- Assists in the review of paperwork prepared by teachers
- Oversees all matters related to the on call and coverage process
- Assists with the onboarding process of all new instructors
- Collaborate with Site Coordinators to maintain the classroom with required furnishings, materials, and supplies.
- Collaborates with all program staff to ensure developmentally appropriate inclusion in the classroom of required topics and procedures.
- Maintains and supports communication with staff and partners
- Checks in with Principals and Site Coordinators to ensure program quality.
- Communicates and problem solves with staff
- Provide management to arts instructors through consultation, supervision and example
- Troubleshooting and crisis management
- Ensure compliance of all programmatic files
- On site support (Classroom observations, Administrative Check Ins, Safety Spot Checks)

### **Essential Skills and Experience:**

- BA/BS degree or higher in operations/management and/or education; OR

- BA/BS degree or higher in any field and coursework equivalent to a major relating to education; AND
- Demonstrated knowledge and experience with students in an urban setting
- Ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
- Excellent supervision, managerial, and organizational skills.
- Excellent communication skills.
- Positive attitude, high level of professionalism, enthusiasm and customer service
- Attention to detail and ability to meet deadlines
- Regular and consistent attendance
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general organization policy constraints, but occasionally requires independent decision- making.

**Other Job Requirements:**

- Ability to travel
- Reliable personal transportation and must possess current driver's license, good driving record, and auto insurance coverage
- Ability to relate positively to children and adults.