

Newburgh Enlarged City School District

Job Description

TITLE:	Director of 21st Century Learning
REPORTS TO:	Assistant Superintendent of Curriculum & Instruction
QUALIFICATIONS:	• New York State School District Leader (SDL) or School District Administrator (SDA) certification, required. • Master's degree in education, Educational Leadership, or a related field. • Minimum of three (3) years of successful experience in education, including program administration or supervisory experience. • Demonstrated experience managing federal, state, and/or privately funded grants (e.g., 21st Century Community Learning Centers (21st CCLC) / Title IV, Part B), including budgeting, compliance monitoring, and reporting. • Demonstrated experience designing, implementing, and facilitating student programming, such as after school, extended-day, extended-learning, or summer enrichment programs. • Strong organizational, communication, and interpersonal skills, with the ability to build partnerships with school staff, families, and community-based organizations.
JOB GOAL:	To provide visionary leadership and oversight of district-wide 21st Century Learning programs — including afterschool, extended-day, extended-learning, and summer enrichment programming — that supplement the regular school day, support student academic achievement and well-being, and provide enriching, high-quality student programming. The Director ensures program quality, grant compliance, and equitable access to extended-learning opportunities for all students.
DUTIES AND RESPONSIBILITIES:	Under the direction of the Assistant Superintendent for Curriculum and Instruction, the Director of 21st Century Learning shall: • Provide strategic leadership and day-to-day oversight of all NECSD 21st Century Learning programs, including afterschool, extended-day, extended-learning, and summer enrichment programming, ensuring alignment with the district's mission, vision, and student achievement goals.

- Serve as the primary grant administrator for the district's 21st Century Community Learning Centers (21st CCLC) grants and other applicable federal, state, and private funding sources, ensuring full compliance with grant requirements, timelines, budgeting, and reporting.
- Prepare and submit grant applications, continuation requests, and renewals to NYSED and other funding agencies; monitor grant budgets and expenditures and maintain accurate fiscal records for audit purposes.
- Design, implement, and continuously improve student programming that supplements the regular school day, including academic support, STEM enrichment, the arts, physical wellness, social-emotional learning, and mentoring opportunities.
- Collaborate with building principals, teachers, and community-based organizations to develop, schedule, and facilitate high-quality student programming across all program sites.
- Recruit, hire, train, supervise, and evaluate site coordinators, program staff, and outside providers through coaching, mentorship, and professional growth opportunities.
- Establish and sustain partnerships with parents, families, and community organizations to support program goals, promote student attendance, and strengthen family engagement.
- Collect and analyze program data (attendance, academic outcomes, satisfaction surveys) to evaluate program effectiveness, inform continuous improvement, and complete required grant reporting, including the Annual Performance Report (APR).
- Ensure compliance with state and federal regulations governing extended-learning grant programs, including health and safety, transportation, and student supervision requirements.
- Organize and facilitate family engagement events, program advisory council meetings, and stakeholder feedback sessions to strengthen program implementation.
- Coordinate transportation, facility use, and food service logistics related to program operations.
- Take a hands-on leadership approach, based on staff and stakeholder feedback, to ensure timely implementation of program initiatives, improved communication, and smooth day-to-day operations.
- Recommend additional administrative or consultant support as necessary to ensure successful program development and expansion.
- Serve as the district liaison with the New York State Education Department (NYSED) and other funding agencies regarding program compliance, renewals, and reporting.
- Perform other related duties as assigned by the Deputy Superintendent or Assistant Superintendent for Curriculum and Instruction.