



## **The Haitian Development Center of Delmarva**

**Position:** After-School Program Site Supervisor

### **Administrative Duties:**

- Arrange registration of students.
- Arrange registration and transportation of students.
- Keep accurate data & attendance records; entered weekly. Attend Board Meetings to report about After School Programs.
- Maintain administrative work and documentation at the site.
- Hold a monthly staff meeting and submit the agenda and sign-in sheet to the Board. Ensure the site has materials.
- Keep track of community partners' participation through a visitor log.
- Manage student discipline.
- Make parent/family contacts.
- Provide Professional Development to staff.
- Develop a schedule of activities and events for the program.
- Always maintain a positive attitude and positive regard for all students. Observe staff and partners.
- Fill in for staff as needed.
- Maintain contact with parents about the child's progress in the program. Provide one-month notice if there is a need to resign from the position.

### **Projects:**

- Engage in direct service that is provided to students.
- Facilitate daily activities and enrichment experiences for students.
- Support teachers in facilitating daily activities.
- Establish a calendar for community partners to provide presentations at the after-school program

### **Reports:**

1. STEM activities through Wicomico County Public Schools

2. Character Education through Wicomico County Public Schools School Counseling Program
3. Social/Emotional Activities through Wicomico County Public Schools and Wicomico Health Department
4. Administer and collect surveys from students, teachers, and families  
Compile a report on student progress through the program to share with the Board
5. Complete student progress reports for parents

**Qualifications:**

State of Maryland Certified Teacher

Prefer experience with ML Students/ML Certification Endorsements/School Administration Experience

**Location:** Word of Life Center; 1216 Jersey Road; Salisbury, MD 21801

**Salary:** To be negotiated

**Qualifications:**

- Maryland State Certified Teacher

Preference is given to teachers with ML experience/ ML Endorsements.

**Program Dates/Times:**

Monday - Thursday, 4:00 - 8:00 p.m.; End of September -June 1 Professional Training on Curriculum: September 2024

End of program Data Collection and Clean up: on or around June 1, 2025 Follow the school calendar for Wicomico County Public Schools

***Please submit your resume and cover letter to the Haitian Development Center of Delmarva Inc. at [rtoussaint@hdcd.org](mailto:rtoussaint@hdcd.org) by July 15, 2024 (deadline).***

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Salisbury, MD 21801

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