



Site Director

Position Summary

Aim High Site Directors are responsible for management, leadership, programming and operations at our summer learning program sites. Program summer sites are led by two Site Directors working together as an effective co-leadership team to ensure high quality implementation of the six-week summer academic enrichment program. Site Directors oversee campuses serving 80 to 150 middle school students (rising 6th through 9th graders), and manage approximately 20 to 35 summer site staff members including teachers, interns, specialists and volunteers. Working with the Central Office Program staff, Site Directors are responsible for hiring, training, and overseeing all summer faculty at their sites, and assist with student recruitment, retention and admissions. During the summer, Site Directors lead on-site staff trainings and meetings, provide feedback and support to all staff, and oversee all day-to-day operations and administration at the site.

Working in collaboration with the Director of Programs and the Regional Program Manager, Site Directors set goals for their sites, oversee implementation and ensure the highest quality of programming for students and teachers. Site Directors ensure that the Aim High Core Values (CORE: Community, Opportunity, Respect, and High Expectations) are brought to life for students and staff alike.

Duties and Responsibilities

Specific duties include but are not limited to:

Summer Time Program Oversight & Leadership

- Ensure programmatic excellence and consistent implementation of the Aim High model at the site -- academic classes, afternoon activities, family events, off-site field trips, and CORE values.
- Manage student and family issues, in coordination with site specialists and Central Office
- Plan, coordinate and lead pre-program Faculty Training Week focused on professional development, team-building and planning activities for site's faculty
- Supervise and observe teaching staff to ensure Aim High curriculum are being implemented with high quality; mentor and supervise all levels of teachers and staff as they grow as educators
- Nurture teamwork among summer faculty at site, provide coaching and support, and help address issues and challenges at the site level
- Build positive working relationships with Central Office staff in various departments
- Oversee all summer deliverables, which include database entry, attendance, program evaluations, expense sheets, HR documents, etc.
- Serve as primary point of contact and official spokesperson for the site with visitors including public officials, community partners, community members, as needed
- Manage all site finances: budgets, payroll, reimbursements, purchase, etc.
- Attend site facilities meetings with host sites, and coordinate with other programs operating on-site in the summer

Academic Year Time Program Oversight & Leadership

- Conduct student recruitment sessions at target and feeder schools, and summer fairs
- Ensure high student retention and ensure that the site meets its student enrollment goals through effective communication with students and families
- Determine staffing needs for site, and proactively support faculty retention efforts for the site
- Lead efforts to hire new staff as needed (contact, interview, check references, offer compensation, and stipend amounts, etc) in coordination with the Central Office
- Assign teaching teams, develop schedules, and communicate clearly defined duties for staff
- Manage staff information in program database and follow up with HR compliance

Academic Year Time Program Oversight & Leadership, cont.

- Plan program components -- such as field trips, college visits, family events, guest speakers, advising and assemblies -- before the summer
- Develop master schedule, calendars, student sections and advising groups for the site
- Act as primary point person for all communications related to the site; respond promptly to phone calls and emails from students, parents, staff, and Central Office
- Analyze all data and feedback on strengths and opportunities for improvement for the site; set program, student, and staff goals
- Attend Directors' professional development and planning meetings quarterly

Qualifications

- Commitment to educational equity and closing the achievement and opportunity gaps for students from low-income communities and first generation families
- Knowledge of and experience working in low-income communities; ideally knowledge of local school districts, schools and/or local communities
- Knowledge of best practices in education, teaching and learning, and youth development.
- Strong organizational, administrative and leadership skills
- Flexibility, strong work ethic and ability to co-lead the site as a team player
- High level of cultural competence; bi-lingual and/or conversant in a second language (Spanish and/or Chinese may be highly desirable but not required).

Required Knowledge / Skills / Abilities

- Minimum of a BA, ideally with a teacher credential, Masters or advanced degree in education, nonprofit management, or related fields
- Three to five years of teaching experience, educational leadership and/or program experience at a youth-serving nonprofit

Job Details

- Reports To: Director of Programs
- Job Location: San Francisco Central Office for training and professional development; Specific regional site location during summer programming
- Classification: Non-exempt
- Hours/Week: Part-time with some nights and weekends (full-time position during the 6-week summer program, and additional hours for planning, professional development, and in-person meetings during academic year as determined by Director of Programs)
- Pay: Competitive and commensurate with experience
- Benefits: None

Application to Aim High's Leadership Institute is by invitation only.