



Site Director Job Description

Job Overview

Site Directors oversee all aspects of an Aim High summer school campus to ensure high quality implementation of the six-week, academic enrichment and youth development program, ensuring that the Core Values (CORE) of Community, Opportunity, Respect and High Expectations are brought to life for students and staff alike. Campus size ranges from 45 to 160 rising 6th through 9th grade students. Site Directors, with the help of the Central Office, are responsible for hiring, training and overseeing faculty, typically between 15 to 30 staff members, along with some student recruitment responsibilities and all admissions decisions. Site Directors also have responsibilities during the academic year. All Aim High sites have two Co-Directors, and therefore must work together as an effective team. Site Directors report directly to the Executive Director and Director of Operations. For more program information, visit www.aimhigh.org.

DUTIES AND RESPONSIBILITIES

Pre-Summer Program (February - May)

- Visit schools and fairs to recruit students for the program
- Manage re-enrollment process for returning students
- Contact previous summer staff about plans for upcoming summer
- Hire based on staff openings (contact, interview, check references, contracts)
- Assign teaching teams, salaries and duties for entire staff
- Prompt reply to phone calls and emails from parents, teachers and Central Office staff
- Make new student admission decisions and manage student/family notifications
- Attend all pre-program Directors' meetings and professional development

Summer Program (June - August)

- Monitor, develop and administer summer program using best practices and CORE focus
- Coordinate and oversee program activities and all family events
- Foster Aim High spirit and CORE Values in students, faculty and colleagues
- Supervise and observe teaching staff to ensure that mandated and non-mandated quality curriculum is being delivered in classrooms
- Serve as leader and official spokesperson for the campus
- Handle student disciplinary issues
- Mentor and supervise all levels of teachers as they grow as educators
- Manage site budget and purchase materials needed for program
- Manage all deliverables, which include student and faculty database entry, student, parent and faculty evaluations, end of summer expense sheets, etc.

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Academic Year (September - January)

- Reflect on data from the previous summer to set program, student and staff goals
- Attend all Site Director staff meetings
- Arrange for representative staff attendance at weekend activities, when necessary
- Maintain contact with students, their families and staff members

QUALIFICATIONS

Position requires minimum three to five years of teaching experience at a public or private school or youth serving organization. BA required. Commitment to and experience working with underserved youth. Strong organizational and leadership skills, and commitment to the Aim High vision are essential. Minimum computer literacy using online resources, entering data into online systems and uploading and downloading files. Flexibility, sense of humor, strong work ethic and ability to act as a team player are all desired qualities. Site Directors are expected to make a commitment of at least three summers and be committed to the CORE Values of the organization.

COMPENSATION, DATES, AND HOURS

Commensurate with experience: stipends are paid for full-time workload for the summer six-week period plus two smaller installments during academic year. This is a part-time position and no benefits are offered. The six-week summer program operates during the end of June and most or all of July. See website for program dates. Some hours are also required for program planning just before the summer, along with limited hours during the academic year.