

Job Description for Site Director

Aim High Summer Program

Position Description

Site Directors oversee all aspects of an Aim High summer school campus to ensure high quality implementation of the six-week, academic/enrichment program. Campus sizes range from 60 to 120 students. Site Directors are responsible for hiring, training and overseeing faculty, typically between 15 to 30 staff members. Site Directors also have responsibilities during the academic year. Most Aim High sites have two Co-Directors at each campus, and therefore must work together as an effective team. Site Directors report directly to the Aim High Executive Director and Director of Operations. For more program information, go to www.aimhigh.org.

Duties and Responsibilities

Pre-Summer Program:

- Visit elementary and middle schools and make presentations to recruit students
- Interview and hire staff members for summer
- Plan faculty training week program
- Attend pre-program Site Directors' meetings

Summer Program:

- Monitor, develop and administer Aim High summer program
- Manage site budget and purchase materials needed for program
- Coordinate program and curriculum development for summer including Cultural Days, Parent Orientation, Back to School Night and Celebration Day
- Facilitate weekly faculty meetings
- Serve as leader and official spokesperson for the campus
- Handle disciplinary issues
- Foster Aim High spirit in students, faculty and colleagues
- Mentor and supervise all levels of teachers as they grow as educators.
- Turn in student and faculty databases, student and faculty evaluations, end of summer expense sheets

Academic Year:

- Attend Site Director staff meetings
- Arrange for representative staff attendance at weekend activities
- 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, commitment to the Aim High vision are essential. Flexibility, sense of humor, 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.

Compensation, Dates and Hours

Commensurate with experience: stipends are paid for full-time workload in summer and two installments during academic year. No benefits are offer. The six-week summer program operates during the end of June and most of July. Some hours are also required for program planning just before the summer, along with limited hours during the academic year.