



## Site Director

### ABOUT AIM HIGH

At Aim High, students unlock their limitless potential by participating in a multi-year summer joyful, enrichment program that empowers middle school students navigating systemic barriers, igniting their love of learning and yielding real results—98% of Aim High alumni graduate high school and go on to college. Grounded in the Aim High CORE Values (Community, Opportunity, Respect and High Expectations), every student feels seen and supported. Aim High gives students the confidence to succeed in high school and beyond. Aim High also fosters a supportive professional community in which educators - from aspiring to experienced - grow personally and professionally. For more about Aim High, please visit [www.aimhigh.org](http://www.aimhigh.org).

Aim High staff are dedicated to making a positive difference in the world. We are a team of collaborative, creative, and mission-driven individuals who respect and encourage each other. Guided by the Aim High CORE values, we work together every day to narrow the opportunity gaps in Northern California. For more about Aim High, please visit [www.aimhigh.org](http://www.aimhigh.org).

### Position Summary

Site Directors (SDs) 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 Aim High Core Values are brought to life for students and staff alike. SDs also have responsibilities during the academic year, typically working 5-10 hours a month (Aug-May). SDs, 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 admissions decisions. Most Aim High sites have two Co-Directors, and therefore must work together as an effective leadership team.

### Duties and Responsibilities

Pre-Summer Program (February – May)

- Visit schools and fairs to recruit students to ensure Aim High reaches its enrollment targets.
- Collaborate with the Admissions and Student Opportunities department on the re-enrollment process for returning students.
- Collaborate with Program Managers to hire and assign all site staff (contact, interview, check references, offers.)
- Create strong, trusting, and authentic relationships with all stakeholders that results in buy-in from the community.
- Demonstrate responsive and clear communication with parents, students, teachers, Central Office staff, and host site leadership.

- Make new student admission decisions in partnership with Program Manager and manage student/family notifications with support from Admissions and Student Opportunity team.
- Set student, staff and programmatic goals in partnership with Program Managers for upcoming summer.
- Attend all pre-program Site Directors' meetings and professional development events.
- Plan and execute an impactful summer program, including events, logistics, field trips, etc.

#### Summer Program (June – August)

- Monitor, curate, and administer summer program using best practices and Aim High CORE Values.
- Coordinate and oversee all summer 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 working alongside the Co-Site Director, Campus Coordinator, Student Support Specialist, and Instructional Coach.
- Manage and support staff with student behavior issues using restorative practices.
- Coach and supervise all levels of teachers as they grow as educators.
- Manage site budget and purchase materials needed for program.
- Manage up, down, and across to complete all deliverables, which include student and faculty database entry, student, parent and faculty evaluations, end of summer expense sheets, etc.
- Manage and support hiring for all summer staff roles and provide professional development during week 0 of programming.

#### Fall/Winter (September – January)

- Reflect on data from the previous summer to set program, student, and staff goals for upcoming summer.
- Attend all Site Director staff meetings throughout the academic year.
- Maintain contact with students, their families and staff members with the support of the Admissions and Student Opportunity team.

### **Qualifications**

You will be successful in this position if you possess:

- A deep commitment to Aim High's Mission, Vision, Purpose, and CORE Values
- A minimum three years of teaching or administrative experience at a K-12 institution or youth serving organization with management experience is preferred
- Strong people management and coaching skills that inspires, clarifies, and results in strong outcomes
- Effective interpersonal communication and relationship building skills
- Strong critical thinking and problem solving skills
- Strong organizational skills, able to manage multiple responsibilities and duties while prioritizing most essential tasks

- A working proficiency with Google Suite applications and ability to learn new data entry and management systems
- A bachelor's degree is preferred or 4+ years of relevant work experience will suffice

You will be successful in this position if you are:

- Demonstrate a commitment to social justice, anti-racism, and equity in education
- Committed to and have experience working with underserved youth
- Culturally competent and have an awareness and understanding of the communities being served
- A results-driven educational leader who works diligently to ensure students and staff are supported to meet high expectations
- Flexible in your thinking, have a sense of humor, possess a strong work ethic, and are a team player

Bonus Points if you:

- Have dual language abilities (English-Spanish, English-Chinese, etc.)
- Are an Aim High alumni
- Hold a Teaching or Administrative Credential and/or a degree in Educational Management or Educational Leadership

## Job Details

- Reports to: Program Manager
- Location depends on organizational needs and can be at one of the 17 sites across the Bay Area: San Francisco, Oakland, San Rafael, Richmond/San Pablo, Novato, Napa, San Jose and North Lake Tahoe Tahoe/Truckee.
- Classification: Non-exempt from overtime; paid hourly
- This is an hourly position ranging from \$38.00/hr - \$63.50/hr depending on experience
  - Compensation for this position will be determined following the ranges listed below with additional compensation beyond the beginning of the range for employees who (1) have educational administrative experience and/or hold an administrative credential and/or (2) have previously served as an Aim High Lead Teacher or in a Specialist role:
    - Employees in their first year as an Aim High Site Director will earn \$38.00/hr - \$39.25/hr
- Site Directors are employed for the full fiscal year and are expected to work full-time during the 6 week summer program and work part-time intermittently throughout the rest of the year
- 2025 Summer program dates:
  - June 9 - July 18 (Lake Merritt, West Oakland, East Oakland, Fruitvale, San Jose)
  - June 16 - July 25 (San Pablo, Richmond, San Francisco sites, San Rafael, North Bay sites)
  - June 23 - August 1 (Tahoe/Truckee)
- Holidays: Aim High's summer program will be closed on Thursday, June 19th (paid) and Friday, July 4th (unpaid)

**Apply Now:** <https://aimhigh.bamboohr.com/careers/137>

At Aim High, we recognize that striving to be a truly anti-racist, diverse, equitable, and inclusive (A.D.E.I.) organization requires deep and long-term commitment. We know that we will make mistakes, and we are dedicated to learning from them. We ask our broader Aim High team – including staff, educators, board members, and supporters – to encourage, challenge, and join us in living out our commitment to A.D.E.I.

Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.