



SITE DIRECTOR

GENERAL DESCRIPTION

Site Directors serve as the instructional and operational leaders in Heads Up's after-school tutoring and summer academic program for low-income children grades K-8. Our year-round program adds 30% more instructional time to our students' academic year and uses a balanced literacy approach to outpace the gains students would otherwise experience attending their neighborhood schools alone.

Heads Up Site Directors train and manage a corps of college students who lead literature circles, homework help, and enrichment activities. By fostering a culture of high expectations with a focus on results, Site Directors increase student achievement while simultaneously inspiring college students to pursue careers in education and service. Site Directors also maintain effective relationships with a variety of stakeholders including students, college tutors, parents, teachers, and school administrators.

SPECIFIC RESPONSIBILITIES

- Manage the day-to-day administration, planning, and preparation of an after-school tutoring and summer education program for 125 elementary school students
- Supervise 25 part-time staff including AmeriCorps college tutors and other site support positions including a site coordinator, teacher liaison, and parent partner
- Monitor student progress using weekly assessments, standardized tests, teacher report cards, attendance records, and parent feedback
- Lead AmeriCorps member professional development through classroom observations and weekly reflection sessions
- Track Heads Up's community strengthening efforts based on numbers of school partnerships, parent aides and chaperones, and after-school tutors and mentors
- Compile reports of program activities and program participants
- Maintain records on participating students and families
- Implement program design and new program efforts to meet the academic and career needs of all members of participating families

EXPERIENCE AND QUALIFICATIONS

Applicants should have leadership skills, experience supervising others, at least two years of full-time classroom teaching, and a demonstrated ability to increase the academic achievement of low-income students. Master's degree preferred. Fluency in Spanish is a plus.

COMPENSATION

Salary is commensurate with experience, with competitive benefits.

HOW TO APPLY

Interested candidates should send resume and cover letter to jheard@heads-up-dc.org. For more information about Heads Up, visit our website at www.headsup-dc.org.