



Job Description
Site Director for Next Level
Enrichment and After School Program

EDUCATION AND QUALIFICATIONS:

BA in Early Childhood, Elementary or Secondary Education

Administrative experience preferred.

Exemplary Leadership skills in supervision and curriculum with some budgeting experience preferred.

Have a strong appreciation for diverse cultures.

Require experience in Technology.

RESPONSIBILITIES (Include, but are not limited to):

Be familiar with the approved grant.

Assist with the hiring of staff.

Work with scheduling and supervise staff.

Approve expenditures in accordance with approved budget.???

Meet regularly with Program Evaluator to ensure a smooth day to day operation of the program.

Create a Staff Evaluation Tool.

Make sure all classrooms are visited daily; Stager visits to all classrooms.

Work with Curriculum Specialist to analyze class grades, intervention achievement data from program, achievement assessment data, student participation/attendance, discipline incident data to improve program and make progress towards grant's goals.

Determine staff development needs after the first two weeks of the program.

Work to develop a positive school-day climate for Next Level Students.

Follow Guidelines of the Next Level Handbook for staff, students and parents.

Be familiar with Charlotte Mecklenburg Schools (CMS) and North Carolina Department of Public Instruction Curriculum.

Community Engagement:

Work with Level Up Advisory to oversee Volunteer recruitment, training and placement.

SCHEDULE:

This position is full-time (9 weeks) and requires some evenings for Parent engagement events.

Working hours: -8:00-5:00

Coordinate planning times for teaching staff.

Be available daily for staff during work hours for consultation and guidance.

EVALUATION:

Performance for this position is evaluated Midway and at the End of the Next Level Program by the Program Evaluator and Advisory Team.

All employees are required to submit to a criminal record check.

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Next Level Enrichment Program not to discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.

Equal Opportunity Employer