

# Higher Ground Program

## Site Director Job Description (HGQ)

**Department: After school Division**

**Location: On & Off Site Locations**

**Job title: SITE DIRECTOR**

**Reports to: Lady J or Sifikia**

**Payscale:**

\$50 per hr. 40+ Students  
 \$40 per hr. 39-29 students  
 \$30 per hr. 28-18 students  
 \$20 per hr. 17- 7 students  
 \$10 per hr. 6 or less students

**Type of position:**

Part-time Contractual  
 Vendor (not employee)

**Time & # Hours Per Week**

Will depend upon the site  
 Ex. If the site is 2hrs. you  
 will only be compensated 2  
 hrs.

**General Description:**

Liaison between Director, H.Q. Site Directors, School Representative, Teachers, Students and Staff. The Site Director of HG is totally responsible for the day-to-day operations of their assigned site (securing attendance/signatures of all teachers, tests, invoices, ILP's, Monthly Attendance Recaps. and/or secretaries, etc see below for more information). {Business Attire – No Head Scarves, Do Rags, etc. }

**Work experience:**

- Two or more years experience working with elementary, middle and/or high school students
- Computer knowledge of Microsoft programs (Excel)
- Have and able to access email and download attachments
- Able to follow the directions of the Program Director
- Work closely with the school representative to assure a safe, learning and working environment for students and teachers.
- Available to work during the day (as needed) and during the after school hours
- How to coordinated and organize special events
- How to develop strategies for student participation
- Able to train teachers/tutors and volunteers as needed
- and other HG assigned duties
- Recruiting students from the SES Approved List
- General Communications (Email Address, Text, Fax Machine Etc...)

**Requirements:**

- Have at least one year of managing staff experience
- Knowledge of school curriculums processes and requirements
- Must complete a W-9 Form
- Submit a current Police Clearance
- Copy of your drivers license and/or state identification & social security card

**Education Requirements**

- High school diploma or GED  
 College Degree preferred and/or equivalent program experience

**Signature:**

**Date:**

# HIGHER GROUND SITE DIRECTORS RESPONSIBILITIES

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## Daily responsibilities

- Day to day operations of your assigned site:
- Daily Sign in and out sheets for students
- Daily Sign in and out sheets for teachers and tutor assistants
- Coordination of daily snacks & distribution (where needed)
- Making sure that you have all supplies, curriculum and materials
- Collecting weekly lesson plan from teachers for coping and distributing of needed materials/curriculum.
- Informing your site of any HG Administrative office updates/changes/procedures, etc.

## Weekly on site responsibilities

- Total number of students hours for the week to determine number of hours completed and remaining, separated by Tutoring and Testing hours.
- Checking student folders to make sure that all assignments are checked and placed in numerical order.
- Communicating with the LSCO/Secretary to secure parent signature for required documentation (Rosters/ Recaps, progress reports, etc) and student participation
- Meeting with all teachers LSCO/Secretary and school administrators to discuss and/or develop strategies/systems and/or disciplinary problems for the continuous growth of the program.
- Collecting the teachers weekly lesson plans

**Weekly Administrative responsibilities:** (1, 2 & 3 is due by the end of the day on Thursday) – If Saturday applies.

1. Turn in the weekly attendance sheets that is completed and signed by the school representative and Site Director. (B.C. Bldg. Coord.)
2. Completed Payroll & Timesheet for all teachers along with copies of teacher daily sign in sheets for the week.
3. An completed invoice (totaling the number of students x # of hours x \$ per hour = )
4. Any other assigned documentation and/or reports.

## Monthly responsibilities

1. A **completed** Monthly Roster/Recap Form for each student that attended during the month (student information, site, teacher, month, invoice date, time and number of hours per day attended, total number of hours x hourly rate with total, parent printed name, signature and date)
2. An invoice for the entire month (totaling the number of students x # of hours x \$ per hour =) if you had testing during that month you will have 2 invoices one for tutoring and one for testing.
3. \* if you test students during the month, please attach their test along with the Monthly Attendance Roster form

### **Administering, distributions and returning of a pre/post test and progress reports:**

- At the beginning of the program each student will be given a “Pre Assessment” administered by their tutor and/or school representative.
- At the end of the program each student will be given a “Post Assessment” as away of determining progress. Once completed all test must be completed by the student and checked by the teacher and placed in his/her folder.
- As away to measure progress, teachers will distribute to parents and students monthly **Progress Reports** throughout the school year (distribution will depend upon when we the program begins). The progress reports are to be completed and signed by the teachers, distributed and/or mail to parents requesting that they sign it and return it back to the school to be placed in their individual folder.

### **At the end of the program: (Closing Out Process)**

- Return all HG materials, supplies, curriculum, etc. in a box back to the HG administrative office.
- Coordinate and organize an end of the program celebration.
- Make sure that you have completed folder for each student in alphabetical order w/the materials enclosed in numerical order.
- Coordinate all files in alpha order with the contents in numerical order along with any additional site director information to be placed in a box for further references.
- Make sure that you have a pre & post test, progress report(s) for all students.
- Return all signed curriculum documents from teachers.
- Your check will not be given out until this is completed.

**\* All Higher Ground Business is strictly confidential**