

Active Learning

Assistant Site Manager (ASM)

Compensation: \$52,000-\$60,000 per year

Benefits: Medical, Dental, Vision

Hours: 25-30 hours per week



ACTIVE LEARNING

SUMMARY

The Assistant Site Manager (ASM) is a site leader working closely with the Site Manager to provide high quality programming for the site's Expanded Learning program. The ASM assists and backs-up the Site Manager in several diverse areas in an Expanded Learning program environment, and is a main point of contact for all stakeholders – students and parents, staff, school personnel, and others - at the site level. The Assistant Site Manager is responsible for ensuring that the Program meets Active Learning's compliance and grant-related requirements. Interactions and actions must be conducted in accordance with the Expanded Learning program's purpose and outcomes.

ESSENTIAL FUNCTIONS

- Lead and/or assist in managing day-to-day operations of the expanded learning program.
- Support with the supervision of program staff (Afterschool Youth Leaders, Athletic and/or Enrichment Instructors).
- Assist with providing training, guidance, and ongoing support to all program staff.
- Serve as a role model by demonstrating professionalism.
- Lead and/or assist in creating and organizing program schedule to include academic, recreation, and enrichment activities.
- Plan, organize and participate in expanded learning program events.
- Establish and maintain positive relationships, and communication with school personnel, Active Learning staff, students and families regarding all aspects of student involvement in the expanded learning program.
- Recruit students to ensure attendance outcomes are met on an annual basis per grant requirements.
- Assist with student to staff ratio when necessary, facilitate classes and clubs as needed in absence of regularly assigned staff.
- Monitor and enforce school and Active Learning policies and procedures to provide a safe, respectful, and positive learning environment.
- Invest in staff professional development by assisting the AL Administrative staff in conducting classroom observations, assessing needs, engaging in coaching conversations and referring staff to training sessions, as needed.
- Assist in conducting surveys for periodic program evaluations, including surveys of students, staff and parents.
- Submit all required documentation on a timely basis, including attendance reports, snack counts, program schedules, enrollment & consent forms, monthly supply orders, and field trip forms, amongst others.
- Represent the mission of Active Learning and uphold all policies and procedures.
- Attend and participate in agency and department required training.
- Assist in maintaining accurate records (i.e., attendance, student enrollment & consent forms, staff sign-in sheets, etc.).
- Assist in maintaining documentation relating to staff performance issues; provide guidance and ongoing support to staff as needed.
- Disseminate agency and department level information to staff in a timely manner.
- Adhere to workplace safety guidelines.
- Assist with evaluating worksite for safety concerns to minimize workplace injuries.
- Make recommendations for workplace safety.
- Must wear an Active Learning uniform while on duty.
- Report workplace injuries via appropriate forms.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- A good knowledge of safety principles and practices.
- Ability to speak clearly and effectively in public
- Ability to deal tactfully and effectively with employees, school administrators and students.
- Ability to maintain operating records and to prepare reports and recommendations.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to work collaboratively with ED, Program Manager, school site administration and teaching artists.
- Computer proficiency in Google Suite, as well as software applications relevant to area of responsibility.
- Excellent time management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.
- Self-directed and able to work independently
- Excellent multitasking and organizational skills
- Strong written and verbal communication skills

REQUIREMENTS

- High school diploma or General Equivalency Diploma (GED) required. Bachelor's degree preferred. Copy of diploma and/or degree will be requested, if hired.
- Six months experience working with youth in a classroom or afterschool setting required.
- Excellent communication skills (written and verbal).
- Experience in a supervisory role required, preferably in an afterschool program or school Setting.
- Must pass a background check.
- TB test clearance to be renewed every 4 years.