

Active Learning

Site Manager (SM)

Compensation: \$65,500-\$72,800 per year

Benefits: Medical, Dental, Vision

Hours: 40 hours per week



ACTIVE LEARNING

SUMMARY

Site managers play an integral role in the after-school program. Our site managers work closely with site administration and faculty to provide a safe, secure and enriching environment for students. Site managers provide program coordination functions with respect to monitoring and implementing the supervision of the day-to-day duties to ensure the operation of an effective after-school program. Site Managers will oversee the daily operations and activities at our designated site. SM responsibilities will include supervising program staff, coordinating schedules, and ensuring the safety and well-being of all participants. SM will collaborate with program teachers to plan and implement engaging activities that align with educational goals and promote the social, emotional, and physical development of children. Additionally, SM will maintain communication with parents, school administrators, and community stakeholders to foster positive relationships and support program growth. The SM role is integral in providing a nurturing and enriching environment where children can learn, play, and thrive after school hours.

ESSENTIAL FUNCTIONS

- Assist principal/site administration with clerical and technical tasks related to academic and recreational program activities.
- Monitor, maintain and complete all program records related to student target enrollment.
- Implement the recruitment, registration and placement of students into the program and organize site-specific after-school schedules.
- Develop check in/out procedures for students and maintain required program paperwork, including attendance records and monthly program reports aligned with the district.
- Order and distribute sufficient snacks for after school program students and submit related paperwork.
- Prepare weekly attendance logs, oral and written reports aligned with the district.
- Coordinate weekly team meetings to ensure that sufficient support/resources are provided to meet program goals.
- Supervise daily operations and activities at the after school program site, ensuring a safe and supportive environment for children.
- Oversee program staff, training, scheduling, and performance evaluation to maintain a cohesive team.
- Collaborate with program coordinators to implement age-appropriate and engaging curriculum activities that align with educational goals and program objectives.
- Foster a positive and inclusive atmosphere where children feel encouraged to participate in activities that promote their social, emotional, and physical development.
- Ensure compliance with safety protocols, emergency procedures, and licensing requirements to maintain a secure environment for children and staff.
- Maintain regular communication with parents/guardians regarding program activities, child progress, and upcoming events. Build positive relationships with school administrators, community partners, and stakeholders.
- Manage program logistics such as attendance records, program budgets, supply inventory, and reporting requirements.
- Address challenges or concerns that arise within the program, including behavior management, conflicts, or logistical issues, and implement effective solutions.
- Stay informed about best practices in after school programming, attend training sessions or workshops, and implement new strategies to enhance program quality.
- 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.
- 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

QUALIFICATIONS AND REQUIREMENTS

Education and Experience	
Level 1	Associates Degree required; Bachelor’s degree strongly preferred.
	Combination of education and experience related to position, with increasing responsibility, which may include but not limited to: > 1- 2+ years of experience working in education/youth programs. > At least 1+ year in a supervisory or leadership position is required and 2+ years highly preferred.
	Internal Candidate: > Completion of Active Learning Site Manager Program Training.

Level 2	Bachelor's degree is highly preferred.
	Combination of education and experience related to position, with increasing responsibility, which may include but not be limited to: > 2- 3+ years of experience working in education/youth programs, > At least 2+ years in a supervisory or leadership position is required and 3+ years highly preferred. > AA or vocational certificate related to the position.
	Internal Candidate: > Completion of Active Learning Site Manager Program Training.
Level 3	Bachelor's degree (BA) from four-year college or university required.
	Combination of education and experience related to position, with increasing responsibility, which may include but not limited to: > 4 - 5+ years of experience working in education/youth programs, > At least 3+ years in a supervisory or leadership position is required and 4+ years highly preferred.
	Internal Candidate: > Completion of Active Learning Site Manager Program Training. > 1 - 2+ years of Level II site experience.

- Previous classroom experience required.
- Must meet the minimum qualifications set by the partner district for a classroom instructional aide.
- Strong ability to communicate with students, parents, school staff and faculty both verbally and in writing.
- Excellent program management skills, including demonstrated record of completing tasks on time and within budget.
- Bilingual / Bi-cultural (Spanish) may apply in some.
- Must pass a background check.
- TB test clearance to be renewed every 4 years.
- CPR/First Aid certified or ability to obtain within the first 60 days of position.