



Site Director Job Description

Site Directors are responsible for leading and managing Site Teams and sessions for Learning Club's in-school, after-school, and middle school programs. Site Directors lead four to five sessions each week based on organizational needs and serve as the primary contact for their sites. At sessions, Site Directors manage students and volunteers so they can work together to meet students' academic and social-emotional needs. Learning Club after-school sites are primarily located in public housing communities and in-school programs are held in the schools connected with these communities. Site Directors must be eager to and passionate about working with children who live in areas of concentrated poverty and volunteers who are giving their time, creative in finding ways to meet students' needs, and productive by turning ideas into actions that produce real results for Learning Club families.

Job Requirements:

- Ability to work 2-3 evenings until roughly 6PM per week during the academic year
- Ability to communicate well orally and in writing with students of various ages, parents, families, school administrators, and volunteers in the community
- Work is performed in an office and after-school/in-school program environment
- Ability to operate standard office equipment and technology.
- Ability to routinely lift and carry items up to 25 pounds and routinely walk short distances, including up and down stairs
- Active and valid state-issued driver's license and perpetual proof of personal car insurance
- Ability to use and drive personal vehicle on a daily basis to and from Learning Club's main office and 3-5 Learning Club sites located in Kansas City, Kansas.
- Pass a background check
- Fluency in English and Spanish is preferred for this position.

Duties include (see below for details):

1. Session implementation
2. Site administration
3. Student management
4. Family engagement
5. Volunteer supervision

1. Session implementation:

- Oversee the preparation of all materials and supplies needed for Learning Club sessions including student folders, snacks, prizes, and school supplies.
- Lead Learning Club sessions including: set up, volunteer sign in, student sign in and snack time, announcements and grounding, matching students and volunteers, session, prize shopping, tutor support, discipline as needed, student dismissal, and tutor debrief. (Some sessions do not contain all elements.)

- Work with Site Teams, Learning Club staff, and school staff to meet students' academic and social-emotional learning needs.
- Lead meetings with Site Teams regularly to prepare for sessions and plan for challenges.
- Work proactively to ensure all families, students, and volunteers feel welcome.
- Teach social emotional skills lessons according to the Learning Club curriculum.

2. Site administration:

- Lead and manage at least two in-school reading programs in KCKPS elementary schools, and at least two after-school tutoring sites each week, possibly supporting or assisting at other sessions as needed each week.
- Supervise a team of 2-3 staff members who work together to prepare, implement, and reflect on high-quality sessions.
- Evaluate the work performance of direct reports using an evaluation protocol.
- Have a working knowledge of the Learning Club Child Protection Policy and other relevant policies, and work to ensure that the policies are implemented and enforced.
- Conduct Site Reviews regularly to ensure program quality, reflect on areas of strength and growth, and create action plans as needed.
- Meet regularly with Learning Club's Program Director. Report any issues, concerns, or challenges to the Program Director and work to implement action plans as needed.
- Maintain regular communication with school contacts including principals and/or other key faculty from the schools that most students attend.
- Keep all sites safe and welcoming with posters, bulletin boards, etc. and contact building managers or maintenance as needed.

3. Student management:

- Manage students at each site in a professional and compassionate way that sets and holds students to clear expectations.
- Maintain a full enrollment of students for each site and recruit new students as needed by working with the Housing Authority, the local school, or other means.
- Monitor academic, behavioral, and social-emotional growth of students; work to address areas of concern.
- Facilitate social-emotional learning surveys twice each school year at each site and use results to target focus students.
- Work with Learning Club staff to determine how we can best support families who reach out for additional resources.
- Learn students' names and correct pronunciation in a timely fashion. Become the expert on the students and families at designated sites.
- Keep accurate records including student attendance and secure current registration information for students. Create student rosters for each site.
- Review student progress following each session and follow up as needed.
- Report any suspicion of child abuse or neglect to the proper authorities immediately.
- Any other tasks to ensure a professional program that helps students develop a love for learning and helps them grow in social, emotional, and academic skills.

4. Family engagement:

- Engage families in their children's learning and build relationships with home visits, notes home, regular communication via Learning Club's approved texting platform, phone calls, special events, or other creative means.
- Conduct family surveys twice each school year.
- Host special events or celebrations at Learning Club sites once or twice a year.

5. Volunteer supervision:

- Collaborate with the Volunteer Coordinator to maintain a sufficient number of volunteer tutors at each site to allow for one-on-one tutoring.
- Supervise all volunteers and especially any Lead Volunteers at sessions.
- Provide feedback to tutors, in person or via email or phone, expressing gratitude, encouragement, and offering input for becoming a better tutor as needed.
- Keep accurate volunteer attendance records and secure any required paperwork to be returned to the Volunteer Coordinator.
- Learn volunteer tutors' names and correct pronunciation in a timely fashion.
- Lead 15-minute tutor debriefs after each session that include feedback, opportunities for discussion, ice breakers, and other activities to build community. (Note: Some sites include an optional tutor prayer as part of the debrief.)

Other Duties:

- Occasionally assist with presentations in the wider community.
- Occasionally attend professional development opportunities and seek meetings in the community to help build a better program for our students and volunteers.
- Help the Learning Club program evolve over time as we seek better ways to fulfill our mission to provide a positive, pivotal educational experience for our students.
- Other duties as assigned.

Other information:

Schedule: 35-40 hours per week. Including 2-3 evenings (until roughly 6pm) per week when school is in session.

Location: Office at Blessed Sacrament site, 2215 Parallel Ave. Ste. 200, Kansas City, KS. Program sites are located throughout the core of Kansas City, Kansas.

Compensation: Hourly rate ranging from \$24-\$26 per hour depending on education and experience.

Job Benefits:

- \$400 monthly healthcare stipend in lieu of company-provided healthcare package
- \$40 monthly phone stipend if using personal phone for Learning Club correspondence
- Paid Time Off for all full-time and part-time employees. Policies vary depending on years of employment and employment status.
- Paid leave includes: 6 weeks maternal and 4 weeks paternal after 1 year of full-time employment, 4-week sabbatical leave after 4 years of full-time employment, and other leave policies noted in Employee Handbook.

Inquiries and résumés may be directed to
Human Resources Director Brooke VanHecke at
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