



After School Discovery Strive 4 Success Job Description

Title: Site Director

Qualifications:

- High School Graduate & experience with children
- Ability to work cooperatively with staff, administration, students, parents, and the community to plan and implement program goals
- Experience, interest and ability to work effectively with elementary students
- Ability to oversee the implementation of the program goals:
 1. to improve student achievement
 2. to provide a safe, secure and inviting learning environment
 3. to increase the level of parent and community involvement
- Ability to supervise others

Responsible to: ASD Executive Director

Requirements: Available to work 1:15-5 pm or 3 - 6 p.m., Monday through Thursday most weeks during the school year
part time work

Job Goal: To effectively plan and implement Strive 4 Success Program

Performance Responsibilities:

The Site Director will, in cooperation with the Program Director:

1. Take action steps to plan, implement, and evaluate Strive 4 Success so that it aligns with the written goals for the program
2. Supervise and work with Tutors and volunteers to assure they are meeting job responsibilities that align with program goals
3. Maintain communication with Program Director and ASD staff
4. Establish and maintain lines of communication with AACs administration/staff, parents and others
5. Collect data and provide written reports as requested
6. Meet regularly with the Program Director and Executive Director to review student/other information and make recommendations for needed changes that will enhance the program
7. Other duties as requested by the Executive Director

Respond to info@afterschooldiscovery.com or mail resume to ASD, P.O. Box 113, Ashtabula, Ohio 44005-0113