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**Aim High St. Louis Position Description**

Title: Site Director

Scope: year-round, .18 FTE – minimum 350 hours annually

Qualifications: Professional educator (K-12) with at least 3 years supervisory and administrative experience. Preference given to individuals who have experience with our target population and /or prior experience in the program or host communities of Aim High, and demonstrated cultural and social competencies that ensure all students are seen, respected and supported.

Salary: $10,000 annually

The Site Director is the primary individual responsible for the year-round administration and implementation of Aim High’s academic and enrichment services at the assigned campus. Aim High is an equity based program designed to support the personal and academic success of middle school students over the 4-year program. Students attend the program daily for 5-weeks each summer with course work in ELA, math, science and social studies, with supplemental activities that provide opportunities for career and college exploration, personal development and social emotional well-being. Summer programming is supplemented by one Saturday session per month (September – April) which are held on or off campus on Saturday mornings from 9 am – 12 pm.

Implementation and management of the year-round Aim High St. Louis program at the assigned site including academic year Saturday Sessions, the 5+ week summer program and other program related trainings, meetings, events and services. Key functions include:

* Lead and direct the day to day site level program operations for assigned site.
	+ Faculty hiring, training and supervision – including up to 18 faculty, 10+ paid teaching assistants and additional volunteers. Provides support to administration around site-level HR needs for these positions.
	+ Manage site level student and program assessment and data collection, data maintenance and reporting not limited to: student attendance, pre and post evaluation, grade reporting, surveys, disciplinary reports and demographic records; faculty and TA related information including service hours.
	+ Ensure program and curricular integrity in accordance with established curriculum and policy frameworks and programming – both academic and social emotional wellness content.
	+ Act as the site and program liaison between parents, students, schools (partner and host) and within Aim High.
	+ Plan and staff one Saturday per month during the school year, and implement enhancement activities for Saturday and Summer programs throughout the year, including career exploration events, field trips, curriculum enhancements and program development.
	+ Evaluation of program staff, services and student progress at assigned site.
	+ Provide student referrals, maintain site level volunteer records and support external program opportunities as requested.
* Model and enforce Aim High policies among students and families as well as paid and volunteer personnel.
* Attend all organizational meetings as well as coordinate and lead site-based meetings to support impeccable program planning and operations. Site Directors are programmatic liaisons (non-voting) on the board program committee.

Model, nurture and enforce a programmatic climate of high expectations for behavior, performance, hard work and positive, productive communication. This may include behavior management efforts that extend beyond the work location and regular programmatic hours.

**To apply: send introductory letter or video and resume to:** **hiringmanager@aimhighstl.org**