

Site Director Job Description

Qualifications

The Site Director should possess the following qualifications:

- be an individual who agrees with the ACTS statement of faith and demonstrates a loving Christian concern for others.
- is able to support and articulate the vision, mission and goals of ACTS.
- is committed to helping raise the academic level of the students in the program.
- holds a high school diploma and preferably a bachelor's degree.
- * has experience in elementary education.

Job Responsibilities

The Site Director should be able to:

- assume effectively the overall management of the tutoring program and students at the given site.
- understand the educational needs for each student and be able to help remediate those needs.
- communicate as needed with teachers, parents, tutors and students.
- assist tutors in writing weekly progress reports (logs) of academic activities with their students.
- organize and maintain the Resource Center of the site.
- plan and lead the half-hour weekly Club Time activity which includes lessons from the Bible and other spiritual content including values and character development. Club Time should be interactive and fun.
- hold regular meetings with the tutors with the goal of building a team.
- provide leadership and training to the tutors.
- have regular meetings with the Executive Director to report on site activities and any problems.
- plan special incentives for the students for good attendance and good deeds.
- plan special field trips and community service activities if/when possible.
- be responsible for setting up and cleaning up of each site
- assist in preparation of newsletters and other means to promote and support ACTS
- perform other duties as the need should arise or as the Executive Director requests

Compensation

The Site Director receives a \$100 stipend for each week that the site operates. Note: If there is no school, there is no tutoring. This includes holidays and school vacations. Site Directors are paid, however, for days when school and tutoring are canceled due to snow or other inclement weather.

Vision

A community where elementary children thrive academically, relationally, and spiritually.

Mission

To provide free, one-to-one tutoring and mentoring to the elementary children of Springfield,
in the Spirit of Christ.