

Job Description: Site Lead

Supervisor: Site Manager



Riverside Educational Center

After School Tutoring and Enrichment

Job Summary

A Site Lead is responsible for supporting the Site Manager with overseeing thirty to fifty to seventy elementary, middle, or high school students at individual schools in the after-school hours. Oversight areas include tutoring, enrichment, case management, parent engagement, and community events. Site Lead assist in creating a tutoring environment so students, staff, and volunteers are productively working together towards high academic achievement and social and emotional development.

Responsibilities

Work closely with Site Managers to ensure and support:

- Adequate staff coverage and structure for effective tutoring environment.
- Implement and oversee a Positive Behavior Support system.
- Check academic progress of each student weekly.
- Aid in determining necessary interventions for each individual student.
- Assist with communicating regularly with parents and classroom teachers.
- Implement effective student check-in/check-out process.
- Follow up with families when student has poor attendance.
- Elementary- With guidance from Academic Coordinator and Site Manager, ensure individual student folders updated weekly with individual lesson plans for students.
- Middle School- In coordination with Academic Coordinator and Site Manager, ensure programming adequately supports academic achievement and personal development.
- High School- In coordination with Academic Coordinator and Site Manager, ensure programming adequately supports academic achievement and personal development.
- Help guide staff and volunteers during programming sessions.
- Ensure students and families are apprised of upcoming events, activities, etc.
- Ensure all staff sign-in/sign-out daily.
- Aid in ensuring all timecards submitted and reviewed weekly ready for payroll.
- Help hold weekly site staff meeting with an agenda and minutes.
- Attend organizational programming meetings with Manager as required.
- Utilize workspace to ensure available to communicate with teachers, students, parents during the day.
- Help to organize Community activities.
- Other duties as assigned.

Qualifications

- Preferred Bachelor's Degree
- Proficiency in Google, MS Office and email
- Prefer individual experienced working with at-risk youth
- Strong leadership and organizational skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Effective oral and written communication skills
- Prefer Spanish speaker

Position Details

- Limited Part-time position (15-20 hours) during the school year, follows Mesa County School District 51's school year (Fall and Spring Semesters-two, 12-14-week semesters) and a three-week summer program in June
- On-site hours during programming time, during the school year. Additional hours with other REC tasks during the school year outlined above. The position will average 15-20 hours/week during the school year.
- \$14-\$18/hour based on experience
- Benefits:
 - As a standalone job, only : Accrued HFWA Sick Leave (1hr Sick Leave/30 worked, maximum 48 hrs per year.)
 - In combination with other REC positions, may qualify for additional benefits based on total hours scheduled as detailed in employee handbook.