

School Site Unit Director [CNG Belle Haven] Job Description

Salaried exempt, full time

Reports to: Director of School-Site Programs

The Boys & Girls Clubs of the Peninsula (BGCP) is a vibrant, entrepreneurial nonprofit that is committed to making our community a great place for all our children to grow up. It is looking for a motivated and inspiring School Site Unit Director to manage its Center for a New Generation (CNG) after-school program at Belle Haven Community School in Menlo Park.

Organization Description

BGCP's mission is to guide and inspire the youth of our community to develop the attitudes and life skills they need to thrive. Every day after school and in the summer, children come to BGCP to gain a sense of belonging, have fun, and form positive relationships with caring mentors. In neighborhoods where two-thirds of youth drop out of high school, Club members learn the importance of education and become part of a community of learners, wanting and expecting to do well in school.

BGCP is the largest youth development organization in Silicon Valley, actively serving 1,400 youth in our clubhouses and school sites in East Palo Alto, Menlo Park, and Redwood City.

Program Description

BGCP, in partnership with the Ravenswood City School District, the Redwood City School District, and Stanford New Schools, runs Center for a New Generation (CNG) after-school programs at five school sites: James Flood Magnet School, Belle Haven Community School, Taft Community School, Hoover Community School, and East Palo Alto Academy Elementary School. These programs are designed to expand upon the school day by offering dynamic academic, cultural, and recreational enrichment activities to students in grades K-8. Drawing on best practices in youth development and education theory, staff members guide students to build academic and life skills in a meaningful and fun context.

The staff at each school site is comprised of a full-time School Site Unit Director, a part-time Assistant Director, credentialed teachers, and academic mentors. Each site partners with other community based organizations and volunteers to provide a well-rounded after-school program.

The school-site programs run for 180 days during the school year, and some offer summer programs. The school-year program at Belle Haven runs from 2:30 to 6:30, with grades starting at staggered times as a result of the school having an extended day for the upper grades.

Program Goals

- Increase positive academic behaviors
- Develop positive attitudes/youth development indicators
- Provide positive supports and opportunities for members
- Increase parent/guardian engagement and satisfaction
- Guide members to actively select their high school and enroll in college prep classes
- Increase members' academic achievement

School Site Unit Director Responsibilities

Program Management:

- Manages all aspects of the after-school program, ensuring a quality educational experience for all participants.
- Develops and regularly revisits instructional plans for each grade level based on instructional goals and assessment data, with the objective of helping all members achieve proficiency in reading, writing, and math.
- Collaborates with school and district staff, other SSUDs, and the Director of School-Site Programs to align programming with the missions of the school, the district, and BGCP.
- Arranges trainings to support academic mentors in designing and delivering effective lessons.
- Purchases and prepares materials for activities.
- Determines ongoing needs/interests of students, parents, and school staff and reviews and revises enrichment programs to meet emerging needs/interests.
- Prepares for and supports informal and formal evaluation of program effectiveness.
- Coordinates programming with CBO partners and volunteers.
- Builds strong relationships with parents by leading parent orientations and Neighborhood Advisory Group meetings (in Spanish); connecting daily at pick-up time; making phone calls regarding student attendance, attitude, and participation; encouraging participation in program- and school-wide celebrations; and organizing workshops or other events that increase parents' connection to and involvement in their child's school and education.
- Develops and maintains a strong relationship with Belle Haven's Community School Director and other staff, including scheduling regular check-ins with the CSD and serving on the school site council and other decision-making bodies as is appropriate.

Supervisory:

- Recruits, trains, and manages part-time staff, including evaluation and assessment of their needs for ongoing professional development. Delegates work appropriately to the after-school program's Assistant Director.
- Manages staff schedules, ensuring adequate coverage. Provides last-minute coverage in classrooms on an as-needed basis.
- Leads professional development programs, staff meetings, and some trainings.
- Documents and shares "lessons learned" with other site managers across the organization.
- Creates a positive atmosphere. Fosters teamwork and a constructive exchange of ideas.
- Ensures that all staff adhere to BGCP and school-wide behavior and discipline policies.
- Sets high expectations for staff and students and demands compliance.

Administration:

- Manages site expenses against budget, ensuring quality program implementation within budgetary limits.
- Compiles data and tracks students for program assessment/evaluation and reporting to Board, funders, the school district, and the state department of education.
- Creates opportunities to publicize and involve BGCP and the after-school program in school events (e.g. Open House, Back-to-School Nights, parent conference days, staff

development meetings, etc.) as well as events in the broader community (churches, city council meetings, etc.). Prepares and gives presentations as needed.

- Supports BGCP events and general organizational needs as appropriate.

Other Duties:

- Takes pride in and responsibility for school-site facilities:
 - Keeps the after-school classroom/office neat and organized. Decorates after-school areas with members' work and motivational pieces to create a space conducive to learning. Ensures that the area fosters physical and emotional safety.
 - Rearranges chairs and tables as appropriate for activities.
 - Proactively monitors work area and equipment for potential maintenance needs. Communicates needs to BGCP/district IT personnel.
 - Ensures that classrooms or facilities on campus that are used by the after-school program are left as clean as they were found.
 - Keeps signs and bulletin boards neat and current.
 - Proactively communicates maintenance issues to BGCP/district personnel.
- Executes and participates in special events and fieldtrips as needed.
- Is respectful of other staff members' time by being prompt to scheduled meetings.
- Is flexible with hours as needed for the program to best serve its members.
- Is flexible to support greater Club needs during the summer program. This may include running summer academic programs within a traditional clubhouse.

Desired Qualifications

- A demonstrated ability to coordinate, inspire, and motivate others.
- Knowledge of effective teaching methods and curriculum development and ability to design programs to meet the learning needs of elementary and middle school students.
- High level of communication skills, both written and oral.
- Strong interpersonal, team development, organizational, and management skills.
- Teaching credential (multiple-subjects or single-subject) and/or Master's in Education
- Competency in writing and speaking in English and Spanish

Required Qualifications

- BA/BS
- A minimum of one year successful experience as a teacher and/or administrator in an educational environment
- Experience working in an ethnically diverse community
- Clear background check and history indicating fitness to work with children
- Negative TB Test
- Current CPR/1st Aid certification
- Class B drivers license within first 60 days of program begin date

To apply: Send resume to: Gayle Crossley, Human Resources Director, at gayle@bgcp.org

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