



Job Title: Assistant Program Director

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Full Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

Teach One Academy is currently searching for a dedicated, dynamic, and passionate leader for the position of Assistant Program Director of the Learning Center. The Assistant Program Director will work collaboratively with the Program Coordinator, Site Coordinators, and staff to provide a comprehensive academic and recreation enrichment program. Teach One Academy programs focus on students, the family dynamic, and the community.

The Assistant Program Director will assist with managing all areas of the program sites, in creating winning strategies, the supervision of staff, evaluating programs, help secure professional relationships, collect and analyze data, and travel throughout Metropolitan Atlanta as needed.

Essential Functions:

- Manage the execution of goals program-wide under the guidance of the Executive Director
- Under the leadership of the Executive Director, track all budgetary guidelines and expenses
- Assist with research, review, design, and implement new programs and expansion of existing programs
- Responsible for program-wide outcome calculation, analysis, and reporting
- Assist with curriculum development, lesson planning, and program development
- Responsible for the creation and maintenance of all program-wide documentation including but not limited to Program Manuals.
- Support training and professional development of all staff
- Assist with the grant process as required
- Outline the objectives, goals, compliance requirements, and general obligations of all new and existing contracts
- Function as liaison during the recruitment process
- Coordinate programming with partner community-based organizations and volunteers
- Assist in the development and implementation of all fundraising and marketing strategies

*Each One...Reach One...Teach One*

P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

[Teachoneacademy6@gmail.com](mailto:Teachoneacademy6@gmail.com) ~ [www.teachoneacademy.org](http://www.teachoneacademy.org)



## Position Requirements:

- Bachelor's Degree required, Master's Degree in Education, non-profit administration, social work or related field preferred
- CPR and First Aid certified
- 5+ years experience in educational program serving children, with at least 2 in a supervisory capacity
- Demonstrated ability to develop and maintain professional partnerships with a variety of professionals, parents, and students in the community
- Bilingual (Spanish) preferred, but not required

## Apply:

Please submit your resume, cover letter, and salary requirements to [careers@teachoneacademy.org](mailto:careers@teachoneacademy.org). Include Assistant Program Director in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

## Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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