



Job Title: Site Coordinator

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.

The Site Coordinator will be responsible for the day-to-day operations of a youth based day and after-school program at the Learning Center.

Essential Functions:

- Alternatively manage students of the Learning Center,
- Help parents learn how to navigate social, educational, and legal systems to resolve problems,
- Identify resources and establish a referral system,
- Prepare and submit monthly and quarterly statistics, narrative and activity reports,
- Recruit, screen, and orient after school staff,
- Coordinate initial and ongoing staff trainings,
- Coordinate students' recruitment, registration and scheduling,
- Review lesson plans submitted by program staff,
- Observe program activities to ensure that the program goals and standards are met,
- Serve as liaison with the school administration,
- Review and ensure expenses are in line with complete approved budget,
- Establish positive relationship with parents, community leaders, and resources,
- Establish and facilitate student and parent leadership,
- Coordinate parent training workshops, and Learning Center PTA, and Youth Advisory Group,
- Attend department and agency meetings as required,
- Maintain communication with teachers, school staff, Educational Coordinator and other program staff in regards to attendance and/or behavior of students,
- Contact parents and/or guardian regarding attendance and/or behavior of youth participants,
- Coordinate trips and special events for program,

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

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

Teachoneacademy6@gmail.com ~ www.teachoneacademy.org

**Minimum Educational Qualifications:**

- Bachelor Degree in Education, Business Administration, or related field
- CPR and First Aid certified

Experience/Competencies:

- Successful history working with elementary, middle, and high school students
- Ability to support the program through annual fundraising strategies
- Skills in word processing and personal computer systems (Microsoft Word, Excel)
- Excellent organizational and interpersonal skills
- Ability to develop and maintain professional partnerships with a variety of professionals and community organizations and staff
- Positive attitude and professional demeanor
- Ability to self-directed and self-motivated, demonstrate the ability to handle multiple tasks
- Good ethical and moral character
- Excellent written & verbal communication skills
- Bilingual in Spanish preferred but not required

Apply:

Please submit your resume, cover letter, and salary requirements to careers@teachoneacademy.org. Include Site Coordinator 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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