



## POSITION SPECIFICATIONS

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### Program Manager, Elementary

**Salary:** \$38,480-\$42,640/year-equivalent of \$18.50-\$20.50 per hour

**Position Type:** Full-time (40 hrs/week), exempt

**Reports To:** Senior Director of Education Programs

## POSITION OVERVIEW

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The Elementary Program Manager is responsible for implementing the McCarver Scholars day-to-day program located at McCarver Elementary School. This is a full-time, exempt position responsible for supporting the development, implementation, and evaluation of the first phase of the Scholars Pathway Model.

The Program Manager will lead the program elements in alignment with program strategy and end outcomes, helping ensure that students fully participate in program and build academic and social-emotional skills essential to the success of students in grade level reading and math, transition to middle school and beyond.

There are three main components of the Program Manager role: program leadership and representation (being the face of the program, participating in organizational wide commitments, and ensuring program voice is always at the table); management of the after-school/summer activities (including data tracking and other administrative duties), and staff management (hiring, coaching, and performance reviews). Within all these components, developing a strong culture of learning and community with staff and students is essential.

The Program Manager will work in close partnership with the Senior Director of Education Programs and the program team at Peace Community Center.

## PRIMARY RESPONSIBILITIES

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### Management Responsibilities and Leadership

- Develop and nurture a culture within the program that is safe and lives out Peace Community Center's values, builds community, encourages responsibility and excellence
- Participate in the recruitment, selection and supervision of AmeriCorps Members and other program staff
- Lead weekly program team meetings and biweekly one-on-ones with program staff, including but not limited to coaching, input and feedback on participation and performance
- Oversee student enrollment, ensuring enrolled students meet the PCC target population; engage parents during the enrollment process; support recruitment marketing efforts
- Take part in goal setting and carrying out action plans for program effective/efficient program instruction and improvement in accordance with program learning goals and standards
- Develop and maintain professional relationships with key program partners, which include: teachers and administrators, community partners, and current, former, or potential students/families
- Work with program staff in designing, developing and managing systems to highlight student achievements and build a strong culture centered on learning and social-emotional development
- Ensure accurate and consistent data collection in accordance with systems, protocols, and procedures that maximize program efficiency and inform program design
- Implement organizational curriculum and partner with the Senior Director of Education Programs to analyze program and student-level data to adjust student support/programming as needed
- Participate in budget process by helping set and adhering to program budget, and turning in reimbursement and credit card receipts on schedule
- Attend trainings and development as recommended

## Daily Program Management

- Foster a culture of learning and community amongst students and staff
- Overseeing program with a lens towards the YPQA model as a measure of success
- Ensure program space(s) has signage and postings that develop and support a strong culture rooted in learning and student voice
- Implementing student engagement and retention efforts to ensure student participation standards are achieved
- Implementing program model with fidelity, including designing and coordinating daily/weekly/monthly/annual program activities and schedule
- Problem-solving day-of student issues that arise in line with program procedures including following up with students and families; report back to Program Director with major issues and support needed
- Build and maintain relationships with families
- Coordinate a diverse portfolio of academic and enrichment partners and manage invoicing with PCC finance
- Bringing solutions to Senior Director for improvement of systems and structures to improve program delivery and student outcomes
- Work with program staff to problem-solve student challenges aligned with program's system and procedures for Behavior Management and social-emotional regulation
- Communicate back to relevant program staff about decisions or support plans for students
- Build investment in prioritized program areas with enrichment partners, volunteers and Service Team staff through weekly team meetings, daily huddles and ongoing communication
- Maintain program fidelity with SOAR system (Shared expectations, Scholars of the Week, Group points, etc.) that builds understanding of expectations and celebrates students
- Ensure accurate and timely attendance tracking and follow up with families to uphold attendance policy
- Ensure transportation is coordinated
- Ensure daily meal counts are tracked and submitted

## Administration and Special Projects

- Participate in all staff and ongoing staff meetings
- Participate as a member of the organizational management team
- Participate in special projects and committees as requested and approved by supervisor
- Support development and fundraising activities--includes but is not limited to: providing stories, connecting students/families with development team, participating in site visits, and supporting and inviting people to fund raising activities.
- Participate in Peace Community Center board meetings, board activities as requested, as well as appropriate Peace Lutheran Church events.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## EXPERIENCE & QUALIFICATIONS

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Successful candidates must be committed to the vision and values of Peace Community Center and have a passion for and commitment to the Hilltop community and the education of Hilltop children and youth. Strong candidates will be detail-oriented, approachable, and committed to learning the public school and post-secondary education systems. Successful candidates will also be committed to diversity, inclusion, and cultural competence.

- Minimum: BA Degree in Education, Social Work with 3 years working with youth in an educational setting or youth development programs, 4+ years preferred; or
- 5 years of professional experience (6 years preferred) working with youth in an educational setting or youth development program with progressive skill development and program design
- Demonstrated commitment to racial equity:
  - Experience working in racially and ethnically diverse environments
  - Demonstrated commitment to understanding and dismantling structural racial inequity
  - Desire to further personal understanding of racial and social justice work
- Demonstrated record of effective leadership through team building, empowerment/shared leadership; project management and discerning best practice/future trends
- Committed to the belief that all children and youth can learn and be successful contributors to and leaders of their community and society
- Ability to connect and build rapport with people (e.g. youth, staff, families, etc.) of diverse cultural, ethnic, socioeconomic, professional and faith backgrounds
- Strong critical thinking and problem-solving skills that sustain and facilitate sound decisions; data informed decision skills
- Effective at coordinating details and managing competing demands
- Familiarity and experience with challenges and opportunities of out of school programming for traditionally disenfranchised youth
- Experience incorporating curriculum into youth development program
- Excellent written and interpersonal communication skills required
- Ability to exercise strong personal initiative and independence
- Ability to adapt to new and rapidly changing situations
- Ability to work effectively in a team environment
- Working knowledge of Microsoft Office Suit and/or Google Apps

## BENEFITS AND APPLICATION PROCESS

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**Compensation:** This is a full-time (40 hours/week), exempt position with a pay range of \$38,480-\$42,640 depending on experience and qualifications

**Benefits:** Eligible for full benefit package, including generous vacation/sick time; medical, dental, and vision at 100% employer paid premiums for employee and 50% for dependents; 403(b) retirement plan with 3% employer contribution.

### Application Process

Please submit job specific cover letter and resume to [jobs@peacecommunitycenter.org](mailto:jobs@peacecommunitycenter.org) with the subject heading: Program Manager—Elementary. Priority deadline is November 22<sup>nd</sup> 2018

*Peace Community Center is committed to becoming an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law.*