



## Site Manager

**Note:** *Effective Friday, March 13, all TFS employees are to work remotely and are encouraged to do so until further notice. We will provide updates on the timeframe as we continue to follow guidance from the national Center for Disease Control, the DC Department of Health, DC Public Schools, the Deputy Mayor for Education, and other sources regarding virtual, in-person, or hybrid regular school and afterschool programming. Please note that our office will remain closed and advanced notice is required to pick up any equipment or resources to work remotely.*

**Position:** Site Manager

**Status:** Hourly, part-time

**Reports to:** Program Manager

**Hours:** Monday-Friday afternoons 4 hours daily

**About The Fishing School:** The Fishing School prepares elementary and middle school youth for success in high school and life by improving their academic performance and life skills, and by engaging them and their parents in intensive, multi-year, research-based programs and activities. TFS provides year-round academic-focused out of school time programs for more than 400 students each year.

**Purpose:** The Site Manager is an innovative employee who plays a major role in the safety and development of our scholars during the school year (September 2020- June 2021). Site Managers work in conjunction with The Fishing School's Parent Engagement Team to ensure students excel academically through direct instruction, curricula building, and setting an example for students to model throughout life, as well as the implementation of parent engagement activities. The Fishing School anticipates that Site Managers will work 2:00pm to 6:00pm Monday through Friday when programming is in session. Ample opportunities exist for staff development through paid training and professional development opportunities.

### Key Responsibilities:

#### Site Management

- Recruits and ensures average daily attendance of at least 75% of enrolled students and a minimum of 100 to 150 enrollees, contingent on size of overall school enrollment.
- Responsible for the safety and supervision of youth at all times with at least a 1:15 ratio of adults to youth.
- Provides staff direction, supervision, coaching, and support, as needed.
- Tracks student academic progress utilizing program and school-day data. Recommends targeted interventions to support student progress.
- Implements and maintains a positive behavior management system that is clear and aligns with TFS, school, district, and state requirements.
- Ensures that all participants are treated with respect, encouraged to think critically, creatively and supported to become successful learners.
- Ensures that all curricula and program delivery mechanisms are implemented consistently and at a high quality, daily.
- Provides direct classroom instruction and student supervision as necessary.
- Implements high quality special events and field trips.
- Ensures that technology assigned to students and staff is operational, well-maintained, and secure.

- Maintains a brand presence of TFS at the partner school site through approved signage, staff attire, and documents.
- Submits all required documentation on a timely basis, including incident reports, attendance records, emergency cards, permission forms, and surveys.
- Implements required evaluation tools and surveys, including site observations.

#### **Family Engagement**

- Collaborates with the development team to plan, implement, and staff volunteer and corporate events at site.
- Staff and support fundraising events throughout the year in conjunction with all staff.
- Actively participates and supports TFS giving campaigns, online events, and community outreach, and encourages site staff participation and support.

#### **Development & Outreach**

- Collaborates with the development team to plan, implement, and staff volunteer and corporate events at site.
- Staff and support fundraising events throughout the year in conjunction with all staff.
- Actively participates and supports TFS giving campaigns, online events, and community outreach, and encourages site staff participation and support.

#### **Required Experience:**

- Bachelor's degree in education or related field preferred
- Experience in managing an out-of-school-time program or similar educational programs
- Proven ability to train, develop, supervise, lead, and motivate staff and volunteers
- Creative, highly motivational, hands-on style with excellent organizational skills
- Strong background in youth program development and education (math and/or reading focus preferred)
- Demonstrated commitment to and effectiveness in working on issues related to underserved communities
- Computer proficiency in Microsoft Office programs (Word, Excel, Outlook, PowerPoint)
- Familiarity with youth program development, administration, assessment, and evaluation
- Strong written and verbal communication skills

**How To Apply:** To apply for the position, please send a cover letter detailing your interest, your resume and two writing samples to [jobs@fishingschool.org](mailto:jobs@fishingschool.org). The Fishing School will not consider incomplete application packets.

**No phone calls please.**