

Charlottesville City School
JOB DESCRIPTION

TITLE: **CLASS Site Director**

PRIMARY FUNCTIONS:

1. To maintain an organized and safe environment for CLASS students and staff.
2. To plan and execute a curriculum-based program.
3. To develop and maintain open communications and positive relationships with parents and with school and CLASS staff members.
4. To complete required records and reports promptly and accurately.
5. To manage the program budget responsibly.

PREFERRED QUALIFICATIONS:

Bachelors or associate degree in a child-related field and six-months of age-appropriate, programmatic experience in the group care of school-age children

or

High school diploma or G.E.D., with three years of age-appropriate, programmatic experience in the group care of school-age children.

Knowledge of Microsoft Word, Excel, FileMaker Pro, and Publisher.

REPORTS TO: Principal and/or designee
Division Coordinator of Instruction

PERFORMANCE RESPONSIBILITIES:

A. Professional Performance

1. To comply with school and school board policies and regulations.
2. To work cooperatively with school and division staff members.
3. To practice and promote positive interactions with and among CLASS students and staff.

4. To relate appropriately to parents and other community representatives.
5. To plan and implement communication procedures that help parents and school staff become knowledgeable about the CLASS program.
6. To demonstrate command of Standard English, both written and spoken.
7. To provide professional development activities.
8. To attend site director meetings, CLASS Parent Advisory Council meetings when assigned, and professional development workshops when appropriate.
9. To supervise and evaluate the CLASS staff and volunteers.
10. To maintain current certification in CPR and First Aid.
11. To perform related duties as assigned.

B. Instructional Performance

1. Planning/Materials:
 - a. To plan and implement a theme-based curriculum around a common concept.
 - b. To utilize a variety of appropriate materials and resources.
 - c. To demonstrate resourcefulness and the ability to use community resources.
2. Techniques/Delivery:
 - a. To utilize appropriate and varied teaching techniques and learning activities.
 - b. To demonstrate the ability to adjust presentation of subject content to students' needs and interests.
 - c. To plan and implement communication procedures designed to inform parents about their child's participation in CLASS.
3. Site Management:
 - a. To be responsible for setting and maintaining standards.
 - b. To use positive reinforcement and constructive criticism to maintain appropriate student and staff involvement.
 - c. To maintain discipline appropriate to the learning situation.

TERMS OF EMPLOYMENT:

200 days; five hours per day

Salary established by the CLASS Site Director Pay Table

Eff. 8/17/2010