

Foothills Education Center

Site Manager Ft. Gordon - YCP Virtual Site (1639)

JOB POSTING

Job Details

Posting ID

1639

Title

Site Manager Ft. Gordon - YCP Virtual Site

Description

REPORTS TO: Site Director

SUPERVISES: All Site Personnel

QUALIFICATIONS: Master's Degree or higher. Valid Georgia leadership certification preferred with at least three years' leadership experience. Such alternatives to the above qualifications as the Governance Team may find appropriate and acceptable. Success and experience with a virtual learning environment. THIS POSITION REQUIRES AVAILABILITY FOR MORNING AND AFTERNOON CLASSES.

JOB GOAL: Provide leadership for developing, achieving, and maintaining the highest quality education program and related school services.

DUTIES:

- Work collaboratively with site director to establish and maintain an effective learning environment by jointly assuming the designated duties.
- Establish and maintain favorable relationships with the Youth Challenge Program staff to foster understanding and solicit support for overall school site objectives and programs; to interpret Governance Board policies and administrative directives, and to discuss and resolve individual student problems.
- Assist with the scheduling of classes within established guides to meet student needs.
- Assist with establishing guidelines for proper student conduct and maintain student discipline.
- Frequent Travel and Onsite work at YCP Ft. Gordon site
- Assist with the scheduling of students for both content area tests and End of Course Tests.
- Assist with the monitoring of student progress, and notify the site director and other appropriate individuals when progress is behind the anticipated schedule.
- Implement an academic program that meets or exceeds all goals set by the Governance Board and Superintendent.
- Supervise site instruction
- Coordinate student services site activities
- Assist with the planning, organizing, and directing of the implementation of all site activities.
- Initiate, design, and implement programs to meet specific needs of the site.
- Orient newly assigned staff members and assist in their development as appropriate.
- Evaluate and counsel all staff members regarding student performance.
- Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the site's administration.
- Participate in administrative and other meetings as required or appropriate.
- Assist with monitoring personnel and operating expenses to comply with the site budget.
- Attend special events and school-sponsored activities and functions.
- Conduct staff meetings to keep members informed of policy changes, new programs and the like.
- Keep the site director and Superintendent informed of the site's activities and problems.
- Keep abreast of changes and development in the profession by attending professional meetings, reading professional journals and other publications, and discuss problems of mutual interest with other in the field.
- Perform other duties as assigned

Shift Type	Part-Time	Salary Range	\$45.00 to \$45.00
Salary Code	Per Hour	Job Category	Campus Administrative
External Job Application	Administrative	Internal Job Application	Administrative
Location	Foothills -Youth Challenge Program Virtual Site	Posting Status	Active
Minimum Qualifications Screening	College Education		

Job Application Timeframes

Internal Start Date	09/27/2022	General Start Date	09/27/2022
Internal End Date		General End Date	

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

Alternate Job Contact

Name	Title
Location	Phone
Email	

References

Automatically Send Reference Check	Yes	Reference Check Form	Certified Survey
------------------------------------	------------	----------------------	-------------------------