

## Visitacion Valley Elementary School Site Director

### Overview:

Real Options for City Kids (R.O.C.K.) is an award-winning nonprofit providing hope for children and youth in San Francisco's Visitacion Valley. Our mission is to nurture the healthy development of children by listening attentively to their needs and providing opportunities to those who might not otherwise have access to a range of positive programs. At R.O.C.K., we serve more than 600 children (ages 6- 17) with a framework that develops strong social and emotional skills, develops strong academic behaviors and broadens horizons. Our programs span the entire year and take place during the school day, after school, on weekends, and throughout the summer. We provide sports/fitness activities, academic support, learning enrichment, community service, outdoor adventures and leadership training. Please visit: [www.rocksf.org](http://www.rocksf.org) for more information.

**Job Title:** Visitacion Valley Elementary School Site Director

**Description:** For school year 2020-2021 we are excited to be expanding our partnership with Visitacion Valley Elementary School (VVES), including launching our in-school and after-school program for the first time at this school! This is a fantastic opportunity for an established youth development leader to build and grow our community school model from the ground up at VVES. R.O.C.K.'s programs provide after school, in-school, Saturday and summer programs. This person will report to the Director of Programs.

### Primary Responsibilities:

The Site Director serves as the prime liaison between R.O.C.K. and VVES to ensure programs and staff are in full alignment with both R.O.C.K.'s organizational values and goals as well as the school's vision.

- In collaboration with the Director of Programs and the Site Coordinator, plan and execute the weekday After School Program, which includes homework assistance, recreation, and learning enrichment with an emphasis on Social and Emotional Learning.
- Plan and manage the school day programs at VVES, including lunch/recess recreation supervision and the push-in literacy support program (with collaboration with VVES teachers).
- Co-plan and cross-promote other R.O.C.K. programs, such as Saturday Skill Drills and the elementary school summer program.
- Work with the school Principal to align programs with school vision. Schedule and facilitate regular check-ins with school administration.
- Work with the Director of Programs to create and track goals, objectives, and action plans that coincide with organizational goals.
- Maintain quality of standards and program expectations as outlined by the Director of Programs.
- Supervise the Site Coordinator, creating and tracking goals, objectives, and action plans that coincide with organizational goals.
- Support the Site Coordinator in the recruitment, training and management of 11 line-staff employees (mostly part-time).
- Attend in-school meetings, such as ILT, Grade Level, etc., to better partner and collaborate with the school.

- Understand and maintain compliance in regards to policies from Department of Children, Youth and Families, San Francisco Unified School District, R.O.C.K. and other relevant entities.
- Partner with the school site administration to co-plan school wide programs and events.
- Maintain partnerships with various resources including local schools, nonprofits, community groups, businesses, etc.
- Maintain an Average Daily Attendance goal as set by the Director of Programs.
- Communicate regularly with participants and their families, school administration, teachers, counselors, social workers, family liaison, etc.
- Carry out administrative duties including but not limited to data reporting and budget management.

### Qualifications:

- Passion for, and experience with, working with urban youth of color, many of whom are low income and have experienced trauma.
- 3-5 years managing a team to results and outcomes in a nonprofit setting.
- 2 years of youth or education program supervision/coordination experience.
- Ability to form strong interpersonal and strategic relationships with people coming from diverse backgrounds (teachers, administrators, families, etc.).
- Knowledgeable of trauma-informed practices, restorative practices, youth development and social emotional learning.
- Budget management experience.
- Self-starter ready to take ownership of a new program site. Detail oriented enough to manage competing priorities, and flexible enough to manage any last minute issues that arise.
- Exceptional written, verbal, and organizational skills.
- Bachelor's degree or equivalent experience.
- **Bilingual in Cantonese strongly preferred** (many families at VVES are Cantonese speaking).
- Must have a valid CA driver's license with a clean driving record.
- Must provide proof of a negative TB test within the past four years.
- Must complete background check after a conditional offer is made.
- Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

### Details:

This position is full-time beginning in July 2020. Salary is determined based on experience. Benefits include fully paid health and dental insurance, 401(k) matching, a generous vacation and sick package, and 17 paid holidays per year.

R.O.C.K. is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## How to Apply:

1. Check out [www.rocksf.org](http://www.rocksf.org) to make sure R.O.C.K. is a good fit.
2. Send an email to [jobs@rocksf.org](mailto:jobs@rocksf.org) with "VVES Site Director" in the SUBJECT line and attach the following:
  - a. Resume
  - b. Cover letter (please no more than one page, single spaced), including what drew you to R.O.C.K., and to this position specifically.
  - c. Apart from your cover letter, please answer these questions (3-4 sentences max):
    - i. What is your leadership philosophy?
    - ii. What is one of your passions?
    - iii. You have 140 characters: Tweet your personal bio.
  - d. Contact information for 3 references.
  - e. Your salary requirements.