

Saga Site Director Job Description

Purpose: This sample job description shares how one large tutoring organization configured the role of site director.

Chicago Resident Site Director

\$67,100 - \$77,300/Yr

Saga Education - Chicago, IL

Full-time - Mid Level Chicago, IL

About the position

The Resident Site Director at Saga Education plays a crucial role in overseeing the implementation and effectiveness of the Saga Math Lab at various high schools in Chicago. This position is responsible for managing a team of AmeriCorps Member Math Fellows, ensuring that high-impact tutoring is delivered effectively to students. The Resident Site Director will report directly to the Director of Programs and will be tasked with driving student learning outcomes through consistent coaching and support of the Fellows. The role requires a deep commitment to educational equity, particularly for Black and Latinx students, and involves collaboration with school administrators and teachers to align the tutoring program with classroom instruction. In this position, the Resident Site Director will observe and provide feedback to a team of up to 10 Saga Fellows on a daily basis. This includes conducting real-time coaching sessions and weekly evaluations to enhance the effectiveness of tutorials. The Director will also manage classroom behavior and processes, ensuring a positive learning environment for both students and Fellows. Analyzing internal assessment data is a key responsibility, as it informs action plans aimed at improving student performance and addressing any challenges faced by the program. The Resident Site Director will lead professional development sessions tailored for the Fellows, ensuring they are equipped with the necessary skills and knowledge to support students effectively. Regular meetings with school administrators and math teachers will be essential to discuss the successes and challenges of the Saga Math Lab, as well as to gather feedback for continuous improvement. Additionally, the Director will maintain oversight of the site budget and track expenses to ensure financial accountability. Saga Education is dedicated to creating equitable educational opportunities and fostering a sense of belonging among all students. The Resident Site Director will embody these values and work tirelessly to support the mission of the organization, which is to provide high-quality tutoring that accelerates student learning and promotes social mobility.

Responsibilities

- Observe a team of up to 10 Saga Fellows daily and provide feedback through real-time and weekly coaching sessions.
- Manage classroom behavior, processes, and systems to ensure team morale.
- Analyze internal assessment data and consult with the Director of Programs on trends to create action plans for improvement.
- Adapt and lead professional development sessions for Fellows during the school year.
- Meet regularly with school administrators to provide updates on Saga Math Lab successes and challenges.

- Collaborate with math teachers to align Saga curriculum with classroom instruction and seek feedback for improvements.
- Maintain, monitor, and analyze student progress and attendance to create intervention plans for struggling students.
- Maintain site budget through expense tracking and monitoring.

Requirements

- 1-2+ years of experience as a middle or high school teacher with full classroom responsibility.
- Bachelor's degree or higher in Education or a related field.
- Proficiency in high school math (through Algebra I/II and Geometry).
- Experience living or working in historically underserved communities.
- Experience with online math learning platforms (preferred but not required).
- Access to reliable transportation for commuting to work locations.

Nice-to-haves

- Experience with online math learning platforms.

Benefits

- 401(k) matching
- Employee assistance program
- Flexible spending account
- Paid parental leave
- Paid time off
- Wellness program