



PROGRAM DIRECTOR (Part Time)

HOME WORKS! The Teacher Home Visit Program trains, supports, and helps pay teachers to visit the homes of their struggling students to positively engage parents in their children's education. HOME WORKS! is designed to have teachers and families collaborate to build a better connection and understand the **crucial partnership** needed between home and school for students to succeed. Learn more about us by visiting our website at www.teacherhomevisit.org.

Responsibilities

- Develop effective partnerships between HW! and assigned schools
- Manage all aspects of program implementation and operations at the school level
- Develop an understanding of systems and data necessary to implement the HW! program and use HW! proprietary software to run reports
- Work with school personnel to facilitate transfer of data critical to the implementation of the program
- Maintain frequent contact with schools, including but not limited to, meeting in person with school staff members
- Work with schools during the pre-implementation phase to plan for, schedule, and coordinate all program events
- Attend all meetings, trainings, family dinners, and other HW! events at each school as an active participant
- Set home visit goals with each school and monitor progress toward goal achievement.
- Identify, resolve and escalate issues in schools as necessary
- Participate in continuous quality improvement initiatives and the integration of best practices within the program

Minimum Requirements

- Bachelor's degree in education or related field
- At least two years of classroom experience
- Passion for the mission, vision, core values and guiding principles of HW!
- Ability to use data to monitor success and identify challenges
- Ability to solve problems effectively through collaboration with colleagues and coaching at the school level
- Experience working in a multicultural environment
- Commitment to diversity, equity and inclusion
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Strong computer and software skills including:
 - Proficiency in MS Office applications (Excel, Word, and PowerPoint)
 - Ability to learn and understand HW! proprietary software
- Ability to handle sensitive information with a high degree of integrity and confidentiality
- Commitment to professional development

- Self-directed; ability to implement and achieve program goals with minimal direct supervision

Preferred Requirements

- Experienced teacher leader or school administrator
- Educational consulting or sales experience
- Prior experience in professional development, training and/or adult education

Work Environment

This is a home-based position that involves periodically meeting at the HOME WORKS! office and at HW! schools. This position may require travel to other participating HW! schools in the St. Louis metro area and surrounding communities. This position routinely uses standard office equipment such as computers, phones, and printers. HW! prohibits smoking and all tobacco products in any form in all areas of HW! offices and at school locations.

Hours and Other Requirements

Hours vary based on the needs of the program. Candidates need to be available to accommodate school schedules (including mornings, afternoons and evenings). Candidates must have reliable transportation to reach schools across the region. A HW! program director typically manages five schools.

Position Specifications

Status: Part time, non-exempt
Hours: Variable
Wages: Hourly; Commensurate with experience
Reports to: Chief Program Director

To apply send a thoughtful cover letter and resume to Larry Grieshaber, COO, at lgrieshaber@teacherhomevisit.org