



## **PROGRAM MANAGER**

HOME WORKS! The Teacher Home Visit Program trains, supports, and helps pay teachers in mostly low-performing schools to visit the homes of their struggling students to positively engage parents in their children's education. Learn more by visiting our website at [www.teacherhomevisit.org](http://www.teacherhomevisit.org).

### **Position Overview**

HW! program managers (PMs) act as visionary leaders at the school level and are responsible for the successful implementation of the program. As the key liaison between HW! and assigned schools, PMs are responsible for the management and oversight of all school-based program activities. Through relationships built with teachers and principals, they are responsible for ensuring that school staff implement and maintain commitment to program operations and achieve overall program goals. PMs provide ongoing feedback to the HW! office on progress, adjustments and recommended programmatic improvements, and seek guidance from their supervisor.

### **Responsibilities**

- Develop effective partnerships between HW! and assigned schools
- Set home visit goals with each school during the pre-implementation phase and monitor progress toward goal achievement
- Maintain frequent (generally weekly) contact with schools, including but not limited to, meeting in person with teachers and other school staff members
- Review and assess each school's adherence to program methods, schedules and goals, and provide assistance in response to perceived problems
- 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
- Work with schools as they 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
- Identify and resolve issues in schools as necessary
- Participate in continuous quality improvement and the integration of best practices within the program

### **Minimum Requirements**

- Bachelor's degree in education or related field

- At least two years of K-12 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
- Experience working in a multicultural environment and have a 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
- Have own means of transportation within the local area
- Ability to pass a background check required for work in schools

**Preferred Requirements**

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

**Work Environment**

Duties will be carried out at assigned HW! schools and the HOME WORKS! office. This position requires travel to 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! maintains a tobacco/smoke-free environment.

**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.

**Position Specifications**

<b>Status:</b> Full-time, non-exempt
<b>Hours:</b> Variable; typically 35 hrs/wk
<b>Benefits:</b> Yes
<b>Wages:</b> Commensurate with experience
<b>Reports to:</b> Director of Programming

To apply send a thoughtful cover letter, resume, salary requirements, and references to [ceo@teacherhomevisit.org](mailto:ceo@teacherhomevisit.org)