



Partnership for Success!
Westridge School Site Director
Job Description

Partnership for Success! (PFS!) is a unique college access program that provides exciting, engaging, and educational summer enrichment opportunities for students from Pasadena Unified School District (PUSD) in grades 5-13. The *Partnership* is a collaboration between four Pasadena private schools (Chandler, Mayfield Jr., Poly, and Westridge) and schools in PUSD. Principals from PUSD elementary schools select students for the program based on criteria including demonstrated academic and personal potential and limited access to summer academic enrichment. Students spend nine consecutive summers in the fully funded program culminating with a transition to college after high school graduation. Westridge forms an integral part of PFS!, providing PUSD girls an entry point into the program and setting a strong foundation for their commitment to and love of the program. The magical experience PFS! students encounter at Westridge helps result in strong retention in their ensuing years in the program.

Primary job responsibilities of the Westridge School site director are to effectively administer and manage all aspects of the *Partnership for Success!* fifth and sixth grade all-girls program at Westridge School and act as an ambassador for the program. The site director will be responsible throughout the school year for planning and logistics, including the timely enrollment and active retention of students. During June and July, the site director physically oversees the summer program. The site director reports to the Executive Director of *Partnership for Success!* and to the Head of School at Westridge School. This position description is not designed to cover or contain a comprehensive listing of all responsibilities of the position. Duties and responsibilities may change, or new ones may be assigned at any time with or without notice.

During the Academic Year:

- Maintain communication with Executive Director and attend PFS! Site Director meetings
- Attend PFS! community events (winter and spring)
- Plan and prepare all aspects of the summer program (January through June)
- Engage in active recruitment and retention efforts and manage student registration

During the Summer Program:

- Oversee 5-week summer program (third week of June through third week of July)
- Manage all aspects of the summer program at Westridge (purchasing, event planning, schedule, rosters, parent communication, photography, staff meetings, etc.)
- Maintain communication with Westridge PFS! teachers and interns, families, students, facilities, etc.
- Carry out Site Director duties as directed by Executive Director

Desired Skills and Experience:

- Bachelor's Degree
- Minimum of 5 years teaching and/or educational administrative experience preferred
- Dedication to public-private partnership ideals
- Outstanding communication skills, organized, detail-oriented, collaborative, and reliable
- Ability to successfully plan and execute events and inspire and motivate teams
- Proficiency in Spanish is highly desirable

Stipend:

- \$15,000.00

To apply:

Please email your cover letter and resume to our Director of Human Resources, Kelly Block at jobs@westridge.org.