



## **SUPER SITES MANAGER**

Augustine Literacy Project® – Charlotte (ALP) is a Charlotte-based non-profit with a mission to improve the reading, writing and spelling skills of young, aspiring readers in under-resourced communities by providing free, long-term, one-on-one instruction from highly trained tutors. ALP pursues this mission utilizing a one-on-one tutoring methodology for students from kindergarten through second grades. ALP's vision is that all children have access to reading instruction that meets their individual needs and improves their opportunities to be successful in school and in life.

### **Overview**

The Super Sites Manager is responsible for the consistent day-to-day operations across all ALP designated Super Site schools, ensuring programs are executed smoothly and all systems / processes are followed. The successful candidate thrives in a structured environment, brings energy and accountability to the team – ensuring all sites run predictably, efficiently and in a timely manner.

### **Responsibilities**

- Site Execution and Operational Consistency – ensures all sites are managed according to established systems, meeting all expectations; monitors daily operations; identifies breakdowns and corrects any execution gaps in a timely manner; creates and maintains clear workflows, routines and checklists.
- Accountability and Follow Through – tracks commitments made by site leaders and ensures completion of assignments; holds team accountable to timelines and standards; and intervenes when needed to ensure deadlines and commitments are met.
- Supports site leaders by providing clear and concise communication regarding operations, completing and prioritizing assignments, and daily problem-solving; Communicate regularly with ALP staff and provide updates on student progress.
- Systems Implementation – implement systems created at the leadership level; ensure these systems are followed across all sites; provide detailed feedback on execution of these systems; and refines and documents processes as requested.
- Data Tracking and Reporting – maintain accurate tracking of attendance, scheduling, and completion metrics across all sites; identifies issues early on and escalates to leadership team when patterns emerge; ensures data are correct and submitted in a consistent and timely manner.
- Culture and Team Energy – establish and reinforce a positive, mission-driven environment at each site; recognize “wins” and celebrate progress; and maintain high morale especially during high demand periods.
- Collaboration – work closely with the other ALP teams to identify needs and trends at the site level in order for ALP leaders to make informed decisions.

### **Key Competencies**

- In depth knowledge of early literacy development and basic framework of the multi-tiered system of supports used in public schools
- Strong problem-solving and acute analytical skills, the ability to meet deadlines independently and work collaboratively with colleagues.

- Strong organizational skills and attention to detail, with the ability to manage multiple projects and meet all deadlines.
- Ability to take initiative, problem solve and make decisions with minimal supervision.
- Ability to work well under pressure and multi-task without supervision.
- Excellent communication skills, both verbal and written.

### **Education and Experience**

- Bachelor's degree preferred.
- 5+ Years experience in literacy programs and people management.

### **Additional Information**

- This is a salaried, full-time position.
- Training and instructional materials will be provided.
- The position will require a background check in accordance with Charlotte-Mecklenburg Schools District policies.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**To apply:** Please submit your cover letter and resume to LaShonna Smith, [lsmith@alpcharlotte.org](mailto:lsmith@alpcharlotte.org).

***ALP is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, veteran status, or genetic information.***