



Job Announcement

Program Director for Huntington School Services

Founded in 1977, Huntington Learning Centers, Inc. has served America's students and families longer than any other tutoring provider. With over 400 learning centers nationwide, Huntington helps thousands of children every day in several subject areas, as well as with preparing for college entrance exams. Huntington also serves some of America's lowest academic performing children, who wouldn't otherwise be able to afford high quality tutoring, through its Huntington School Services (HSS) franchise. Since the federal government began funding Supplemental Education Services (SES) in 2002, Huntington has been one of the nation's first approved SES providers.

Hands On Hartford, a nonprofit multi-service agency, has been a leader in providing innovative programs to Hartford residents since its founding in 1969. Some of its many successes include Hartford's first soup kitchen, Connecticut's first supportive housing for people with AIDS, and Hartford's most comprehensive after-school program.

In September 2009, Hands On Hartford partnered with Huntington and launched a first of its kind non-profit owned Huntington School Services franchise. This year, we are providing free SES tutoring to students at two elementary schools in Hartford, and will expand our services to other schools and districts in the coming years.

Job Summary:

The Program Director of Huntington School Services will be responsible for revenue, operational and marketing goals at all sites. He/she will sell Huntington Supplemental Educational Services (SES) to principals and parents; will hire, train, and manage Site Managers, Head Teachers, Instructors, and Classroom Assistants; and will oversee all phases from start-up to full implementation of Huntington tutoring programs.

Job Duties:

- Build and manage a region of school districts for Huntington SES tutoring programs
- Develop and maintain long-lasting relationships with principals, administrators, coordinators, and teachers.
- Identify potential community organizations partners, and establish effective relationships.
- Supervise Site Managers. Support them in overseeing daily operations at the after-school tutoring programs and in resolving issues that arise.
- Work with school district to ensure compliance with all SES regulations in terms of registration and enrollment, assessment and reporting, and personnel eligibility.
- Plan and implement comprehensive strategies for both registration and retention of students

Requirements:

- 2+ yrs. management or supervisory experience
- 2+ yrs. experience in an educational environment
- Bachelors Degree
- Spanish speaking
- Familiarity with the Hartford area
- excellent interpersonal and communication skills, and experience working with people from diverse backgrounds
- entrepreneurial spirit
- highly organized and detail oriented
- self-driven, able to work with minimal supervision
- able to manage multiple projects simultaneously and adhere to deadlines

Preferred Qualifications:

- MBA, Masters in Education Administration, or related degree
- work experience with a supplemental education provider

Compensation: commensurate with experience

To Apply:

Please send your cover letter and resume (Word document, 2 page max.) to Sally Hayes at shayes@handsonhartford.org with the subject line "Program Director, Huntington School Services"

Hands On Hartford, Inc. is an Equal Opportunities Employer.