



Job Description – Assistant Site Director (part-time, September- April)

Mission: At STAIR, we know every child can learn to read. Through one-on-one tutoring, we empower students with literacy skills to unlock their full potential, because every child deserves to succeed.

Program Overview: STAIR is a program that seeks to improve the reading skills of elementary school children in the Birmingham community who are reading below grade level through one-on-one tutoring using volunteers and a proven curriculum. STAIR tutoring takes place in 12 Birmingham schools and serves between 150 and 200 students annually through the commitment of over 300 trained volunteers. For more information, visit www.stairbirmingham.org.

Job Description: STAIR is seeking an attentive, engaging and nurturing individual to join our team as Assistant Site Director at one of our 13 sites. The Assistant Site Director works alongside the Site Director approximately 5 hours a week from about 2:30-5:00 PM on both program days (which vary at each site) and are allowed one paid absence day per program year. In addition, the Assistant Site Director will work flexible hours as needed throughout the week to purchase and prepare snacks.

Responsibilities include bringing students from their classrooms after school to the STAIR tutoring area, purchasing snacks (to be reimbursed by STAIR), distributing snacks to students, supervising students until they are released to their tutors, assisting the Site Director in monitoring tutoring sessions and offering tutors help as needed, substitute tutoring in case of tutor absences, assist with taking attendance and monitoring student progress, ensuring students are picked up by their parents or sent to after school care after tutoring is over, and other supportive tasks as requested by the Site Director. The ideal candidate will have a background in education and be someone who thrives in a high-energy, high impact work environment, is 100% a self-starter, works well with a team, is extremely detail-oriented, and has the drive to help children learn to read. The Assistant Site Director is supervised by the Program Director.

Job Responsibilities:

Daily Duties

- Monitor students using age-appropriate classroom management.
- Gather children from classrooms and supervise stowing of backpacks, bathroom breaks, and handwashing.

- Purchase, prepare, and distribute healthy snacks (coordinate with Site Director), ensuring orderly behavior during snack time. Support students in cleaning up after snacks.
- Discuss and reinforce expectations for behavior and manners, reteaching routines as needed.
- Assist Site Director with observing tutors and students and providing tutors with support as needed.
- Be available during tutoring to assist with classroom management and serve as a substitute if needed.
- Assist with smooth dismissal using STAIR check-out procedures.

Ongoing Duties

- Submit reimbursement requests for snack purchases within two weeks.
- Attend a tutor training and any STAIR site staff meetings scheduled by the Chief Academic Officer.
- Collaborate with the Site Director to maintain a positive site culture, using classroom management to ensure a conducive learning environment.
- Help resolve student and tutor issues; involve the Site Director for matters needing parental contact or incident reports.

Communication

- Check STAIR email and texts daily; respond promptly to action items.
- Establish good relationships with students, guardians, and tutors through positive communication.

Curriculum and Instruction

- Become knowledgeable about curriculum materials, site libraries, and comprehension activities.
- In collaboration with the Site Director, use Reading Assessment data to assess students' reading strengths and place them in the appropriate curriculum unit.
- Assist Site Director in monitoring student progress through tutor observation and student binder checks and request support from leadership if needed.

Assistant Site Director "If Assigned" Duties

- Maintain weekly communication with the Site Director regarding assigned tasks.
- Assist Site Director with recording attendance, updating contact information, and maintaining regular contact with families and tutors.

Qualifications:

- Minimum of a bachelor's degree in education or applicable field and at least five years' experience preferred. Candidates should have experience working with children and be comfortable supervising, managing and directing first, second, and third grade students in an age- and development-appropriate manner.
- A clean background check is required to hold this position.
- Demonstrated computer literacy including experience in word processing and spreadsheet software such as Microsoft Office Suite or Google Workspace a plus.

Salary and Benefits:

- \$375/month September-April.
- One day of PTO, plus the weeks of Spring Break and December 26-31 off.

Working Conditions

The Assistant Site Director is hired for 8 months, September through the first week of May. The Assistant Site Director is responsible for students from the time they are gathered from their classroom until they are dismissed from STAIR, approximately 3pm to 5pm two days per week. Must have a reliable form of transportation, as regular attendance twice weekly at assigned STAIR site is mandated. Free, onsite parking available. All STAIR sites and our administrative office are handicapped accessible. Employees may occasionally be asked to lift objects 25-50 pounds.

Work Environment

STAIR strives to create a rewarding work environment for all of its employees. We are a small team (7 year-round staff who comprise the leadership team, plus 26 program staff who work during the school year). The leadership team meets weekly to discuss program needs and to support one another in their work towards a common goal of helping our students become stronger readers. Site Directors meet periodically throughout the year at the STAIR office (especially in August and May), and all staff gather annually in December for a holiday luncheon.

In recognition of the value we place on our STAIR staff, we offer the flexibility to attend to family matters or address unexpected personal concerns. Our office is closed on Fridays, and we work shorter work days Monday through Thursday during the summer.

STAIR also places value in developing leadership skills and career potential in its employees. Numerous continued educational opportunities are offered throughout the year, and involvement in relevant membership organizations is encouraged.

It is the policy of STAIR to comply with all applicable laws prohibiting unlawful

Updated August 2025

discrimination, as defined by the laws applicable to STAIR.

STAIR of Birmingham does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations and marital status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. STAIR of Birmingham is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

How to Apply:

To be considered, applicants must email their resume and a cover letter to CEO Karen Griner, CFRE, at kgriner@stairbirmingham.org. No phone calls please.