

**2023 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
ASSISTANT SITE DIRECTOR**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; contribute positively to the site's living and learning community; ensure students' physical and emotional safety; uphold the [CTY Student Code of Conduct](#) and enforce site rules; and perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The assistant site director shares with the site director responsibility for providing overall leadership of the site and for managing day-to-day operations. The assistant site director acts as site director in the site director's absence.

The assistant site director is a member of the site administration. All members of the site administration are expected to:

- Work as a team, keeping overall program goals in sight while managing a range of details.
- Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
- Anticipate and prevent problems.
- Communicate promptly, clearly, sensitively, and securely with other administrators, staff, students, parents/guardians, the host institution, and the CTY office in Baltimore using JHU-approved platforms.
- Help the various components of the program run smoothly.
- Model professionalism.
- Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect among summer staff, students, host institution staff, and full-time CTY staff throughout the program.

Supervision

The assistant site director is supervised directly by the site director and indirectly by the site's program manager and assistant program manager. The assistant site director shares direct supervision of all other site staff with the site director.

Work Schedule and Physical Requirements

The assistant site director works seven days per week. During the week, assistant site directors attend staff meetings, observe all aspects of the program at the site, and spend time each day meeting with individual students and staff members and attending to administrative tasks on and off campus. They maintain high visibility on campus throughout the week and on the weekend. Assistant site directors take one day off per session, to be approved by the site's program manager or assistant program manager and coordinated with the site director. Days off cannot be taken on weekends.

The assistant site director is required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving will be required.

Additional job responsibilities of the assistant site director include but are not limited to the following:

Before Arriving at the Site:

- Learn the content of the Site Director Manual and training resources for health staff, and review any informational materials provided to students and staff. including course descriptions, staff handbooks, job responsibilities, and student information packets.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Attend a two-day training the first Saturday and Sunday in June. This training may be delivered online or in-person; if in-person, CTY covers travel expenses.
- Successfully complete virtual pre-summer in-person and virtual training.
- Access and learn CTY's designated communication and digital file storage systems; links, training, and login information for these systems will be provided during the onboarding process.

Before Instructional and Residential Staff arrive

- Arrive at the site on the date specified in your employment agreement to help set up the summer program and prepare for staff arrival and orientation, and student check-in. Bring relevant devices such as a cell phone, laptop, etc. to use during your employment.
- Meet with key host institution personnel—conferences, food services, athletic center, bookstore, physical plant, security, etc.—to make introductions, and answer questions as requested.
- Assist the site director in overseeing the development, review, and implementation of a Crisis Response Plan in cooperation with other site staff. Details are included in the Site Director Manual.
- Assist the site director in overseeing the production of a site handbook for staff in cooperation with other site staff.
- Assist the site director in developing and maintaining an effective system for monitoring student attendance in classes and activities.
- Guide the setup of the health office, including procedures and site-specific COVID protocols, in compliance with the guidelines in the CTY Student Health Office Operations Manual. Meet at least twice daily with health staff during opening week.
- Ensure that the site nurses, academic counselors, and health assistants are reviewing student medical forms and collecting missing information from parents/guardians. Assist with the

creation of a list of students with medical issues that require special care, monitoring, or supervision. Communicate with campus dining services about any student dietary considerations.

- Work with the health staff to establish a health office coverage schedule, including plans for on-call/emergency/overnight coverage situations.
- With the program manager or assistant program manager, and other site administrators, determine a site protocol for handling student behavior management issues that is in keeping with CTY guidelines.
- Plan staff orientation, student check-in and orientation, opening ceremonies for families/guardians, and the all-site meeting for students and staff in conjunction with other site administrators. Speak at these events as requested by the site director, program manager, or assistant program manager.
- In coordination with the site director and program manager, determine procedures for designated site-specific tasks.

Before the Students Arrive

- In conjunction with the site director, oversee the implementation of staff orientation and conduct sessions as appropriate.

Opening Day through Closing Day

- Assist the site director with the day-to-day operations of all aspects of the program.
- Alongside the site director, act as a primary contact person between CTY and the host institution. Foster a collegial relationship with the host while protecting the programmatic and financial concerns of CTY/JHU.
- Oversee the performance of staff as assigned, ensuring they carry out their job responsibilities fully and that CTY rules and guidelines for staff conduct are observed at all times. This includes being readily available to staff, regularly observing all aspects of the program, and helping to resolve conflicts between staff members.
- Provide administrative oversight of the health program at the site including coordinating the activities and schedules of the health staff, and ensuring that health-related protocols provided by CTY are followed strictly. Assistant site directors are expected to be hands-on with the health program; this includes reviewing health office activities and records regularly and assisting from time to time with health office logistics such as escorting students to/from the office, completing paperwork, and accompanying students requiring off-campus medical care (arranging appropriate coverage onsite), and assisting in adherence to COVID protocols.
- Work closely with any lead resident assistant and lead teachers to help them be effective administrators within their areas of the program. This responsibility includes helping them to plan agendas for staff meetings, attending and helping to facilitate those meetings, and acting as a resource and problem-solver for them as they carry out their administrative duties.

- Ensure that a Concern/Incident/Medical Report is completed by the appropriate person(s) whenever there is a need for documentation. As requested, assist the site director with review and management of CIMRs.
- Handle student behavior management cases according to protocol established by CTY guidelines and the site program manager.
- Call and confer with parents/guardians of students who are experiencing difficulty in the program or when behavior management issues arise.
- Oversee the development and implementation of a process for running emergency drills, including fire drills and other drills required by the program, host institution, or state and local guidelines. Drills should be conducted in all academic buildings and residential buildings in accordance with program, host institution, and legal requirements.
- Host visitors to the site as approved by the CTY office in Baltimore. These may include media representatives or donors.
- With the site director, and with the assistance of site administrators, plan and conduct closing events and departure of staff and students for each session.
- With the site director, plan and oversee the process of packing up the site, including ensuring that accurate inventories are taken and reported to the CTY office in Baltimore.
- Oversee the administration of program evaluation instruments, including student program evaluations (SPEs) and staff evaluations of the site, and return completed materials to the Baltimore office as directed. Any surveys or questionnaires not provided to you by CTY in Baltimore must have the approval of your site program manager before being administered.
- Serve as acting site director when the site director is unavailable.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

- In conjunction with the site director, ensure that the site is closed down in accordance with directions and information found in the Site Director Manual.
- Depart the site with the permission of the site director, program manager, or assistant program and no earlier than the date indicated on your employment agreement.
- No later than September 1, submit to the site program manager a final written report on the summer program at the site. The purpose of the site report is two-fold: first, it should serve as a procedures manual for the following year's administrators; second, it should provide information that will assist the year-round CTY staff in evaluating the summer program and planning for the following year. The site report should also include your evaluation of staff members and a recommendation regarding whether or not they should be invited to return.

- Provide the program manager or assistant program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.

Sample Daily Schedule

Here's what a day in the life of an Assistant Site Director looks like. Exact schedules will vary from site to site.

RESIDENTIAL SITES

Morning

- Check in at the site office to handle any emergencies and make sure the health office is set for medication distribution for the day
- Attend breakfast and talk to students and staff before class begins
- Check in with the site director and divide tasks for the day
- Visit classes
- Return parent calls, read/respond to Concern Incident Medical Reports (CIMRs), and work with the host institution on any issues
- Attend the daily administrative team meeting

Afternoon

- Have lunch and take an afternoon break
- Visit classes and afternoon activities
- Coach and be available to staff
- Check in with the health office about schedules, record keeping, and student issues

Evening

- Attend dinner and talk to students and staff
- Continue to work on paperwork and catching up on issues from the day
- Visit classes, social time, and/or hall time
- Check in with the health office for bedtime medications

Weekends

- Be an active presence during big weekend events and set aside blocks of time when you can be available to students and staff
- Stay on top of paperwork and logistics
- Check in on the health office at least once a day