

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

All staff members are expected to adhere to CTY's *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 to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

Site directors provide overall leadership and manage the day-to-day operations at their site.

All members of the site administration are expected to:

- Work as a team, keeping 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 different components of the program work together cohesively.
- 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 site director is supervised by the site program manager and assistant program manager. The site director is the direct supervisor of the deans, academic counselor, office manager, and health staff. The site director is the indirect supervisor of all other site staff.

Work Schedule and Physical Requirements

At **residential sites**, site directors work seven days per week. During the week, site directors facilitate administrative staff meetings and regularly observe all aspects of the program, both structured and unstructured (classes, meals, activities, student social time, etc.). Site directors often also spend time each day meeting with individual students and staff members, and attending to administrative tasks on and off campus. Site directors often spend time in the office after morning hand-off, at the end of classes, and during the evening study period and social time in order to be available to staff and students on a walk-in basis. On weekends, site directors maintain high visibility on campus; they attend all major events and are available throughout the day. Site directors are on call at all times. Site directors take one day off per session, to be approved by the program manager or assistant program

manager for the site and coordinated with the dean of residential life, academic dean, and academic counselor. In general, days off cannot be taken on weekends.

At **day sites**, once courses are in session, site directors work Monday through Friday, 8 a.m.-5:30 p.m., with additional time on evenings and weekends as needed to complete paperwork and other administrative tasks. In addition, the site director may need to arrive earlier and/or depart later to assist with before- and after-care for students. Site directors at day sites also work the student check-in day on the weekend immediately prior to the start of classes, as well as the closing Saturday of the final week of the session, if needed. At day sites that operate for two sessions, site directors are required to work the weekend between the sessions. Site directors at day sites must maintain high visibility on campus by being available in the office at key times and by observing classes and activities as often as possible.

The 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 site director include but are not limited to the following:

Before Arriving at the Site:

- Learn the contents of the *Site Director Manual*, *CTY Health Office Operations Manual*, and training resources for health staff. Also, review any informational materials provided to students and staff. These could include: current year course offerings, 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.
- Access and familiarize yourself with 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 your 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 to address any questions or concerns they may have.

- In cooperation with the program manager or assistant program manager and other site administrative staff members, oversee the development, review, and implementation of a Crisis Response Plan. More information is included in the *Site Director Manual*.
- Guide the setup of the health office and the establishment of health office procedures, including site-specific COVID protocols, in compliance with the guidelines in the *CTY Student Health Office Operations Manual*.
- In cooperation with the program manager or assistant program manager and other site administrative staff members, oversee the production of a site handbook for staff.
- In conjunction with appropriate site administrators, develop and maintain an effective system for monitoring student attendance in classes and activities.
- With the program manager or assistant program manager, as well as other site administrators, determine a site protocol for handling student behavior management issues that is in keeping with CTY guidelines.
- In conjunction with the program manager or assistant program manager and other site administrators, plan staff orientation, student check-in and orientation, opening ceremonies for families/guardians, and the all-site meeting for students and staff. Speak at these events as stipulated in the *Site Director Manual* or as requested by the program manager or assistant program manager.

Before the Students Arrive:

- Oversee the implementation of staff orientation and conduct sessions as appropriate.

Opening Day through Closing Day:

- Keep the program manager or assistant program manager for the site up-to-date on student and staff issues by maintaining daily contact.
- Implement student check-in, opening ceremonies for families/guardians, and student orientation.
- Report any issues that arise onsite to CTY/JHU officials and engage in open dialogue with them about how best to respond. In cases where the site director and CTY/JHU officials disagree, final decision-making authority on how to proceed rests with CTY/JHU officials, and site directors are expected to implement and support those decisions onsite.
- Act as the 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.
- Throughout the session, work to maintain a high level of staff and student morale.

- Manage and evaluate staff performance and conduct: ensure that staff members are carrying out their job responsibilities fully, help to resolve conflicts between staff members, and ensure that CTY rules and guidelines for staff conduct are observed at all times. Stay informed of issues that other supervisors are handling and act as a resource and problem-solver in their efforts to manage staff performance. The site director must ensure that staff conduct issues are addressed and documented.
- Coordinate an efficient and cooperative administration of the site. This includes holding daily administrative staff meetings.
- Oversee the administration of the academic programs by the academic dean(s), and be visible in academic life of the site by visiting classes, etc.
- Oversee the administration of the non-academic side of the program by the dean of residential life and senior resident assistants (at residential sites) or dean of students (at day sites), and be visible in this aspect of the program, for example, attending meals and observing, or even joining in recreational activities.
- Oversee the work of the academic counselor in attending to students' academic, social, and emotional counseling needs.
- Coordinate the non-academic and academic sides of the program to foster effective communication and cooperation among staff.
- Work with the office manager to coordinate activities and schedules of the office staff in order to organize and maintain a smooth-running, efficient site office. Site office hours are from 8 a.m. until 30 minutes after lights out (at residential sites) or 5:30 p.m. (at day sites). Variations to the site office hours may be made only with the approval of the program manager.
- Provide administrative oversight of the health program at the site. This includes coordinating the activities and schedules of the health staff and ensuring that health related protocols provided by CTY are followed strictly. 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 while arranging appropriate coverage onsite.
- Ensure adherence to all COVID protocols, which may include administration of COVID tests, supervising students in isolation, and providing care for positive cases while awaiting the arrival of parents/guardians.
- Report work-related injuries suffered by any CTY employee, accidents involving rental vehicles, damages to host institution property, and any other incidents where University insurance may apply according to instructions in the *Site Director Manual* or supplemental materials.
- Ensure that a *Concern/Incident/Medical Report* (CIMR) is completed by the appropriate person(s) whenever there is a need for documentation. Review all CIMR submissions, address all

reported issues with the support of your administrative team, ensure follow-up for all situations is documented, and alert your program manager to any CIMRs that require additional supervisory input or action. Any physical forms/documentation that have been submitted should be kept in a secure location and returned to CTY's Baltimore offices at the end of the summer.

- 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.
- Following established protocols, keep the CTY Enrollment Services department informed of any changes in student registration status, including withdrawals from the program, transfers to other sites, course changes, and course section changes.
- Supervise and monitor all expenditures at the site, including charges and disbursements from the petty cash fund, according to the *Site Director Manual*.
- Host visitors to the site as approved by the CTY office in Baltimore. These may include media representatives or donors.
- Plan and conduct for each session, with the assistance of site administrators, closing events and departure of staff and students.
- Plan and oversee the process of packing up the site, including ensuring that accurate inventories are taken and shared with the CTY office in Baltimore.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

- 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 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 site report should serve as a procedure's manual for the following year's site director; and should provide information that will assist the year-round CTY staff in evaluating the summer program and planning for the following year. Consult your administrative manual for details about the content and format of this report.
- 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 a Site Director looks like. Exact schedules will vary from site to site.

DAY SITES

Morning

- Work Before Care one day per week beginning at 7:30 a.m.
- Check in at the site office to handle any emergencies and make sure the office is functioning and ready for the day
- Meet with instructors and Program Assistants (PAs) individually before students arrive at 8 a.m.
- Visit classes
- Attend the daily PA meeting at least two times a week
- Return parent calls, read/respond to Concern Incident Medical Reports (CIMRs), and work with the host institution on any issues

Afternoon

- Help monitor lunch and recess
- Run the daily administrative team meeting
- Visit classes and afternoon activities
- Coach and be available to staff
- Attend the weekly instructor meeting
- Check in with the health office about schedules, record keeping, and student issues
- Assist with student dismissal
- Check in with the other administrators before they depart for the day
- Work After Care one day a week until 5:45 p.m.

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 assistant site director and divide tasks for the day
- Visit classes
- Return parent calls, read/respond to CIMRs, and work with the host institution on any issues
- Run the daily administrative team meeting
- Get a petty cash update from the Office Manager

Afternoon

- Have lunch and take an afternoon break
- Visit classes and afternoon activities
- Attend the weekly instructor meeting
- 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 with the office manager regarding petty cash and any issues at least once a day
- Check in on the health office and at least once a day