



Site Manager Job Description

Position Title: Site Manager

Organization: Parent Teacher Collaborative

Location: Houston, TX (Hybrid – Remote and In-Person Duties)

Reports To: Executive Director

Employment Type: Contract – Part Time

Contract Duration: 5 Months with Potential to Extend

Compensation: \$25.00/Hour, up to 10 Hours per Month (Total Contract Not to Exceed \$1,250.00)

Start Date: August 19, 2024

End Date: December 31, 2024

About Parent Teacher Collaborative:

The Parent Teacher Collaborative (TPTC) is a school and community-based organization that aims to improve student outcomes by building strong collaborative partnerships between parents, educators, and community members. We provide consultative services, family training programs, and professional learning for educators to advance school community goals that are centered on strengthening school communities and raising student achievement.

Position Summary:

The Site Manager will assist with the ongoing operations of up to three Parent Teacher Collaborative sites on a contract basis. This role is critical in ensuring that the site functions efficiently and that programs are delivered effectively. The Site Manager will support the Executive Director with coordination between parents, educators, community members, and other stakeholders and maintain a safe, welcoming environment for all participants during the contract period.

Key Responsibilities:

Program Coordination and Delivery (50%)

- Assist with coordination and facilitation of organizational programs, workshops, and events (e.g., Community Educational Engagement Cohorts).
- Provide feedback on program content to help ensure alignment with the mission and goals of the Parent Teacher Collaborative (e.g., share observations about training activities to ensure they are appropriate for parent and family audiences).



- Support sites with parent teacher organization set-up (e.g., advise on action steps and best practices for newly established organizations).
- Assist with monitoring program outcomes and make adjustments as necessary to improve effectiveness (e.g., review exit tickets and recommend program enhancements).

Community Outreach (20%)

- Build and maintain relationships with community partners and local organizations.
- Represent the Parent Teacher Collaborative at community events and meetings.
- Promote the site's programs and services to increase participation and community involvement.

Stakeholder Engagement (15%)

- Serve as a secondary point of contact for parents, educators, and community members who participate in site programming (e.g., Community Educational Engagement Cohorts).
- Facilitate communication and collaboration between parents, educators, and other community stakeholders.
- Address and resolve issues or concerns raised by program participants and stakeholders in a timely and effective manner.

Site Operations Support (10%)

- Assist with site logistics, including contributing to agendas, identifying site resource needs, liaising with site staff, and attending check-in meetings.

Financial and Administrative Management (5%)

- Assist with grant writing and reporting as needed.

Qualifications:

- Strong leadership and organizational skills, with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Minimum of 3–5 years of experience in site management, program coordination, or a similar role.
- Experience working in educational settings, parent/family advocacy organizations, non-profit organizations is highly desirable.



- Proficiency in Microsoft Office Suite or Google Suite and experience with database management.

Personal Attributes:

- Passionate about education and community engagement.
- Collaborative, solution-oriented mindset.
- Ability to work independently and as part of a team.
- Adaptable and able to thrive in a fast-paced startup environment.

Contract Specifics:

- Flexibility: This contract position offers flexibility in working hours, with remote work and in-person work depending on site needs.
- Extension: There may be an opportunity to extend the contract based on performance and organizational needs.
- Deliverables: Clear deliverables and milestones will be established at the start of the contract to guide the Site Manager's responsibilities.

How to Apply:

Interested candidates should submit a resume, cover letter, and references to info@tptcforeducation.org. Please include "Contract Site Manager Application [Your Name]" in the subject line.

This job description outlines the general responsibilities and qualifications for the role of Site Manager at the Parent Teacher Collaborative on a contract basis. The organization reserves the right to modify or add responsibilities as needed; however, no contractual modifications will be made without discussing updates with the contractor.

Equal Opportunity Employment Statement

The Parent Teacher Collaborative is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual



orientation, national origin, genetics, disability, age, or veteran status. We believe in fostering an inclusive and equitable workplace where every team member feels valued, respected, and empowered to contribute fully to our mission.

We are dedicated to reflecting the communities we serve and encourage individuals from all backgrounds to apply. The Parent Teacher Collaborative complies with all applicable federal, state, and local laws governing nondiscrimination in employment.