



Position: Program Director

Reports To: Chief Program Director

Job Mission: The Firewall Program Director ensures that their assigned Firewall Center(s) operate effectively and that all student and program outcomes are being met.

Summary of Key Responsibilities:

- Develop a familiarization with the public school system and assigned schools and faculty to advocate effectively on behalf of Firewall, its students, and parents.
- Evaluate the individual needs of the students at each assigned Firewall Center so that all general attendance, academic and/or behavior concerns are addressed and all necessary interventions carried out.
- Ensure that assigned Center(s) are running effectively and efficiently – thus solving problems, mediating conflicts, and providing maximum accountability to everyone connected with the Center(s).
- Communicate with, delegate to, and train Center staff, ensuring that everyone is reaching toward achieving program objectives.

Required Skills and Qualifications:

- Bachelors / Associates Degree or equivalent work experience.
- Strong communication skills and able to speak in front of large crowds.
- Strong “people skills” and the ability to work well with students, staff, parents, teachers, and school administrators.
- Ability to work independently and in a team setting.
- Experience working with elementary, middle and/or high school students.
- Self-starter with the ability to handle multiple projects simultaneously.

- Knowledgeable in Microsoft Suite & Google Drive.
- Highly organized with good time-management skills.

List of Duties:

- Oversee Center operations and supervise staff to ensure that the Center is functioning efficiently.
- Attend all necessary orientations, open houses, and other school events to promote Firewall Centers and to recruit and register students for the program.
- Establish relationships with school administrators and teachers to ensure that students are being advocated for and that attendance, behavior, and academic outcomes are being met.
- Review student applications to determine their eligibility for and enrollment in the Firewall program.
- Orient new students and their parents, prior to enrollment, to communicate program requirements and expectations.
- Track all students' progress on Broward County's grade-tracking system weekly to create a plan of action that will improve their academic, behavior, and attendance performance.
- Conduct specific on-site and quarterly training sessions, to equip center staff to carry out academic and behavior plans of action for students.
- Instruct students in all required Firewall Curriculum and facilitate group discussions and assist in the development of lesson plans.
- Communicate with parents, teachers and school administrators as necessary to keep everyone informed and to address any special concerns.
- Attend parent/teacher conferences including 504 and IEP meetings as necessary.
- Hold and attend weekly staff meetings both at individual Firewall Centers and Headquarters.
- Participate in and provide support for Firewall special events.

To apply, please email your resume to employment@firewallcenters.org