



Greater Peninsula
C.A.R.E.S.
Foundation, Inc.

Employment Opportunity

AFTER SCHOOL PROGRAM - ADMINISTRATOR

POSITION INFORMATION:

Location:	Five School Sites
Employment Period	10 months
Employment Status	Part-time
Start Date:	2025/2026 school year
Salary:	\$40,000

BASIC FUNCTION:

Under the direct supervision of the Greater Peninsula C.A.R.E.S Foundation, Inc, assist in the development, coordination and implementation of after school tutoring initiatives at various Newport News and Hampton City school sites.

DUTIES AND RESPONSIBILITIES:

- Assist in the planning and successful implementation of after school tutoring programs.
- Work directly with school staff to recruit and enroll students into the program.
- Monitor daily operations for all after school tutoring sites.
- Supervise instructional staff, providing support and feedback to ensure program goals are achieved.
- Ensure adherence to program practices, procedures, and safety protocols.
- Promote participation of students, staff, parents and volunteers.

- Gather and maintain student data (academic/attendance) for evaluation efforts
- Promote a culture of inclusivity and collaboration, grounded in integrity, responsibility, innovation, excellence and professionalism
- Serve as the primary point of contact for school administration and parents, fostering strong partnerships and collaboration.
- Evaluate and report effectiveness and educational impact of program and activities across stakeholder groups.

JOB REQUIREMENTS:

- Candidates must have possessed or currently possess a Virginia Postgraduate Professional License with an Administrative and Supervision K-12 endorsement
- Experience as a principal, assistant principal or i other administrative role preferred
- A minimum of three years of teaching experience, elementary level preferred
- Basic computer and technology skills
- Demonstrated experience working with diverse cultures and populations

TO APPLY:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to execdirector@gpcares.org.

Greater Peninsula C.A.R.E.S. Foundation, Inc. Tutoring Program is an Equal Opportunity Employer. The program is committed to ensuring a diverse and inclusive environment for all staff and students is established.

