

**THE GEORGE B. THOMAS, SR. LEARNING ACADEMY, INC. (GBTLA)
JOB DESCRIPTION**

OFFICIAL TITLE: Assistant to the Executive Director GBTLA	SALARY RANGE: \$45,000-55,000* *Based upon background and experience
<p>SUMMARY DESCRIPTION OF CLASSIFICATION: Assist in the administration and coordination of the day-to-day operations of the GBTLA, a non-profit 501©3 organization. Provides assistance and support to the Executive Director of The George B. Thomas, Sr. Learning Academy Inc. (GBTLA) and the Director of Programs and Services of the GBTLA. Assists in providing staff leadership in planning, structuring, and effectively implementing all GBTLA programs. Assists in monitoring and implementing the following programs: Saturday School Program and the After-school Extended Day Programs. Provides input for staff evaluations. Prepares recommendations for the Executive Director or other executive staff on matters impacting future planning, policies and operational procedures. Responds to and resolves issues and questions; gathers information needed for executive staff decision making; prepares correspondence and reports in response to issues assigned to Executive Director. May represent the Executive Director in selected meetings and forums.</p>	

MINIMUM QUALIFICATION STANDARDS

<p>KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the organization of Montgomery County Public Schools (MCPS). Thorough knowledge of the MCPS programs, policies, and procedures. Considerable knowledge of school operations. Excellent oral and written communication and human relations skills. Ability to communicate on behalf of the Executive Director and the Director of Programs and Services with MCPS executive staff, local, state, and Federal agencies. Ability to think quickly and solve problems, analyze data, and write/edit reports.</p>
<p>EDUCATION, TRAINING, AND EXPERIENCE: Master's degree from an accredited college or university in educational administration, or related field. Experience as a school-based administrator and extensive experience in analytical, organizational, management, data analysis, problem solving, oral and written communication, and human relations skills. Three to five years successful experience in an administrative or supervisory position preferred, in addition to some secondary experience. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.</p>
<p>CERTIFICATE AND LICENSE REQUIREMENTS: Meets Maryland state certification requirements for teacher, specialist or Administrator certification.</p>
<p>PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) None</p>
<p>SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Ability to work a scheduled five day work week including Saturdays. Available to work weeknights, as required.</p>
<p>PAID OVERTIME: No</p>

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Assists the Executive Director and staff on executing the vision, objectives, and strategies of the GBTLA.

Assists in coordinating the tutoring and mentoring programs at GBTLA centers and sites.

Assists in developing new and innovative academic programs.

Assists in monitoring the delivery and implementation of the GBTLA programs and services.

Assists in developing and planning the yearly budget.

Assists the Executive Director in the development of outcome measures for student academic achievement.

Analyzes program effectiveness using student data, with assistance from the Office of Shared Accountability.

Coordinates staff and outside agencies in setting meeting agendas to facilitate discussion and collaboration with various stakeholders.

Coordinates responses to inquiries and requests for information from MCPS, community organizations, and local, state, and federal agencies regarding operational procedures, policies, or issues.

Responds to correspondence on behalf of the Executive Director and the President of the GBTLA.

Assists in articulating the GBTLA's vision, goals, and programs to the community and representing the Executive Director in such activities when requested to do so.

Assists in identifying and planning professional development training sessions for the GBTLA staff.

Assists with the development and maintenance of policies and regulations for submission to the GBTLA Board of Directors for which the GBTLA is responsible.

Assists the Executive Director and other staff at the GBTLA in resolving problems that affect operations.

Supervises and evaluates selected staff.

Maintains and monitors authorized correspondence to the GBTLA executives and personnel through an Outlook mailing list.

Assists in managing procurement activities as it relates to Financial Management System (FMS).

Assists the Executive Director in the development of fundraising initiatives.

Performs other related work, as required.

Class Established: 7/2008

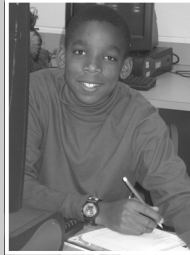
Date(s) Revised:

Date(s) Reviewed:

This description may be changed at any time.

Note: A general guide to class description, which includes definitions of standard terms used, is considered an integral part of this description and is available from the Office of Human Resources.

The George B. Thomas, Sr. Learning Academy, Inc.
Strategic partner of Montgomery County Public Schools



Help Shape the Lives of Children...

The George B. Thomas, Sr. Learning Academy, Inc.,
a tutoring and mentoring program for the students of
Montgomery County seeks a dedicated, caring educator/
administrator to serve as

Assistant to the Executive Director.

Join the leadership team of this non-profit organization to
help develop and enhance Saturday and after-school
programs that support the academic achievement
of over 3,600 students in grades 1 through 12.
Competitive salary and benefits.

For more information and complete job description go to
montgomeryschoolsmd.org
Use short cut [Jobs Work with Us](#)



Fax resume / cover letter to 301-320-6523 or send to
The George B. Thomas, Sr. Learning Academy, Inc.
Attn: Michael Thomas, Executive Director
7210 Hidden Creek Road
Bethesda, MD 20817

www.gbtlearningacademy.org