

AMERICAN HEBREW ACADEMY

PO Box 8309
Greensboro, NC 27419

Program Manager – Greensboro Global Academy (GGA)

The Program Manager provides leadership to the educational program, develops and manages all aspects of the educational program and ensures compliance with contractual requirements.

Assigned Objectives & Responsibilities:

- Provides oversight and support of the educational program and operations
- Supervises, lead and develop the team of Assistant Program Managers
- Directs and plans activities with staff to ensure attainment of GGA's mission
- Motivates, inspires, trains, and supervises the teaching staff
- Develops and administers professional development for GGA staff
- Builds a collaborative learning culture within GGA
- Collaborates with other school leaders on strategic initiatives
- Ensures adherence to academic policies and curriculum
- Maintains understanding of current and developing pedagogical research
- Manages program budgets
- Develops, implements and monitors indicators to measure program performance
- Ensures the collection, recording and analysis of program data
- Develops operational goals, objectives, and standards for programs and projects
- Other duties as assigned

Minimum Qualifications:

- Prefer background in teaching or educational administration
- Bachelor of Arts or Science diploma
- At least 5 years management or administrative experience
- Clear and effective communicator with demonstrated leadership skills
- Strongly prefer someone bilingual in Spanish and English

Compensation and Benefits:

- Salary Range \$75,000-\$85,0000
- Health Insurance and Health Savings Account
- 401K contribution
- Optional dental and vision coverage
- Life Insurance
- Vacation, Sick and Personal Leave

Other:

- Must pass drug test and Federal background check
- Must have legally resided in the USA for at least the last 3 years

Qualified applicants should submit their resume to: hr@aha-net.org