



## Job Description

### ESYO CHIME: Site Manager at Van Corlaer Elementary School

#### Site Manager Job Summary

CHIME (Creating Harmony Inspiring Musical Excellence) is the Empire State Youth Orchestra's instrumental music education program that operates in coordination with the Schenectady City School District. The CHIME program places children on a path to musical excellence and cultivates skills needed to succeed in all areas of life, including collaboration, creativity, and critical thinking. While instrumental education offerings, grade levels served, and hours vary by location, the conviction that pursuing musical excellence is transformational, and that such an endeavor should be available to all, is central to CHIME. The Site Manager will be responsible for cultivating strong relationships with the parents, school, and community and help facilitate the daily operations for the CHIME site. Organizational experience is essential and experience working in urban school settings is desirable.

#### Site Manager Overview

**Commitment:** 2:00pm-5:00pm Monday-Friday; additional professional development hours will vary

**Location:** Van Corlaer Elementary School – 2310 Guilderland Ave, Schenectady, NY 12306

**Reports to:** ESYO CHIME Administrative Director

**Start Date:** September 2021

**Employment Type:** Part-Time: \$20 per hour

#### Job Expectations

- Serve as CHIME Site Manager at Van Corlaer Elementary School in Schenectady.
- Support the Site Leader and staff to ensure the smooth operation of the program.
- Maintain daily communication with the CHIME Administrative Director.
- Take attendance and oversee student conduct.
- Manage communication with CHIME families.
- Provide data to the CHIME Administrative Director at their direction.
- Adhere to the overall mission of ESYO CHIME, including all policies, procedures and behavioral management protocols.
- Maintain working hours from 2:00pm-5:00pm Monday through Friday on site, and as needed at off-site performances and events.

- Participate in all professional development and staff training sessions.

### **Qualifications**

- Associate Degree required, Bachelor's Degree preferred with strong knowledge of education-based administration.
- Experience working with students with varied behavior needs.
- Ability to work with diverse personalities and populations.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent organizational and operational skills.
- Knowledge of Microsoft and Google Applications.

### **How to Apply**

Empire State Youth Orchestra is an equal opportunity employer and a drug free workplace. Please send a cover letter and resume to Jared Shortmeier, CHIME Administrative Director, [jshortmeier@esyo.org](mailto:jshortmeier@esyo.org) with the position and your first initial and last name in the subject line.