



**Fountain Valley Schools Foundation**  
**Job Description**  
**Enrichment Academy Administrator**



**Description of Organization**

The Fountain Valley Schools Foundation (FVSF) is a 501(c)(3) nonprofit organization that is committed to providing additional resources to the schools in the Fountain Valley School District. For years, the Foundation has supported the visual and performing arts and STEAM (Science, Technology, Engineering, Arts, Math) programs in the district. We are expanding our efforts to include a year 'round **Enrichment Academy (EA)**, which will serve our students and community for years to come.

**Position Summary**

The **Enrichment Academy Administrator (EAA)** will develop, lead, manage and supervise the year 'round **Enrichment Academy (EA)**. The EAA will work with the Foundation's Enrichment Academy Committee and district staff to help determine the strategic direction of the EA. The EAA oversees the coordination and administration of FVSF programs related to EA including planning, organizing, staffing, leading, communicating and evaluating programs. The EAA will supervise and support all EA teachers, parents, students and/or outside groups hired to provide classes. The EAA helps to execute the vision and mission of FVSF and works to develop and maintain strong partnerships with its stakeholders.

This position is part-time and reports directly to the Chairperson of the Enrichment Academy Committee.

**Specific Duties and Responsibilities**

- Ensure that all EA programs align with FVSF's mission, vision and goals.
- Create, develop, lead, manage and supervise the EA.
- Recruit, interview and select well-qualified teachers for the EA.
- Develop EA Program Registration Guide.
- Work with EA teachers to build courses and curriculum.
- Evaluate program's progress.
- Coach, support, and hold EA staff accountable for establishing high-quality programs.
- Communicate administrative operations; program planning, behavior management, staff support and evaluation to the Enrichment Program Committee Chairman.
- Oversee the management of program budgets and course fees.
- Establish, manage and maintain relationships with district administrative staff, school principals, community partners, and funding sources.
- Attend all Enrichment Academy Committee meetings
- Other duties to be determined

**Working conditions/physical demands**

- Normal office conditions
- Required to work some nights and weekends and summer program

**Minimum Qualifications**

- Committed to FVSF's mission.
- Demonstrate time management and organizational skills.
- Clear and effective communication skills

- Strong work ethic and commitment to manage large projects
- Critical thinking: demonstrates good judgment and makes strategic decisions in complicated situations

### **Required Qualifications**

- Provide DOJ/FBI Live Scan work clearance and negative TB test documentation.
- Bachelor's degree from an accredited college/university or **relevant experience**.
- Computer skills especially in Microsoft Office applications and Cloud-based productive tools
- Familiarity with youth development theory and best practices
- Valid CA drivers license and reliable car

### **Compensation**

\$15,000 annual

### **Application Process:**

Complete Resume packet (found on website: [www.fvschools.org](http://www.fvschools.org)) must include:

1. Resume
2. Detailed/original cover letter that explains your interest in the Enrichment Academy Administrator position.

Email complete resume packet as attachments to: [ea@fvschools.org](mailto:ea@fvschools.org)

In subject line, please enter: Attention: Enrichment Academy Administrator Position

Accepted until position is filled.

Please note: Because of the volume of applicants, incomplete resume packets cannot be reviewed or processed.

*Fountain Valley Schools Foundation is an equal opportunity employer and will not discriminate against any individual employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal state, or local law.*