

SYSTEMSGO
ASSISTANT PROGRAM DIRECTOR
JOB DESCRIPTION

Duties. The Assistant Program Director shall faithfully perform the duties of the Assistant Program Director for the Board, the Executive Director, and Program Director as prescribed in the job description and as may be lawfully assigned by the Board, Executive Director, and Program Director and shall comply with all laws and regulations. Specifically,

- a. Assist with recruiting new schools
 - 1) Attend trade shows and conferences
 - 2) Follow up with potential leads
- b. Conduct teacher training.
- c. Assist with planning and execution of all annual launch events.
- d. Conduct curriculum development.
- e. Assist with curriculum review and update to ensure continued relevance.
- f. Ensure curriculum content aligns to national and state standards in all participating states.
- g. Assist with daily office activities to include teacher support, and order fulfillment.
- h. Attend Board of Directors meetings.
- i. Travel as necessary to trouble shoot problems with partner schools.
- j. Develop and maintain relationships with educational, community, and industry partners.
- k. Serve as a spokesperson for the program and organization.
- l. Provide input to annual budget review.
- m. Other duties as assigned by the Board of Directors, Executive Director or Program Director.

Location. The place of duty for this job position is the SystemsGo Headquarters in Fredericksburg, Texas. Work Address is: 603 FM 2093, Suite 1404, Fredericksburg, Texas 78624.

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Compensation.

a. Salary. SystemsGo shall provide the Assistant Program Director with a twelve-month salary in the sum of (negotiable – function of how well qualifications below are met). The cash component of the salary rate shall be paid to the Assistant Program Director in twenty-four equal installments on the 15th and last day of the month. The Assistant Program Director is exempt from overtime. Any compensatory time must be worked out in advance with the Program Director.

b. Salary Adjustments. At any time during the term of this Contract, the Board may, in its discretion, review and adjust the salary of the Assistant Program Director, but in no event shall the Assistant Program Director be paid less than the salary set forth pursuant to Section 3.1. Such adjustments, if any, shall be in the form of a new contract.

c. Personal Leave (Vacation, Holiday, Sick). The Assistant Program Director may take, at the Assistant Program Director's choice, subject to the Executive Director's approval, twenty days of personal leave. The Assistant Program Director shall inform the Program Director regarding his/her absence to include contact information. Personal leave may not be carried over contract to contract. There will be no compensation for unused personal leave.

d. Insurance. SystemsGo does **not** provide any personal medical insurance for employees. Accordingly, health insurance is the responsibility of the employee. However, SystemsGo does participate in the Texas Worker's Compensation Program that covers 'work-related' injuries or illness.

Qualifications.

a. Education: Minimum of Bachelor's Degree (Math, Science, or Engineering Preferred)

b. Experience:

1. Must have taught the SystemsGo curriculum for a minimum of five years.

2. Must have taught a minimum of the Oberth (transonic) level for two years.

(Intro to Engineering, AutoCAD, Tsiolkovsky and Goddard-level preferred).

c. Mindset:

1. Fully embraces the SystemsGo education philosophy.

2. Personal and Organizational Growth oriented.

3. Lifetime learner.