Girls Inc. Lead Middle School Site Coordinator
JOB ANNOUNCEMENT

TITLE: Lead Middle School Site Coordinator
DEPARTMENT: School-Based Program Department
CLASSIFICATION: Regular Full-time 40 Hours per Week
REPORTS TO: School-Based Program Manager
FLSA STATUS: Exempt
SALARY: DOE + Fringe Benefits
SUPERVISES: 6 Program Leaders and Assistant Coordinator
POSITION AVAILABLE: July 20, 2020 **APPLICATION DEADLINE:** Until Filled

SCOPE AND CHALLENGES

Girls Inc. seeks a full-time Middle School Site Coordinator with excellent skills to coordinate and deliver a model after school program for 100-120 middle school students in Oakland. The coordinator will oversee a daily after school academic and enrichment program that allows students the opportunity to explore diverse, engaging, culturally and developmentally appropriate activities designed to meet physical, social and cognitive needs of all students in a gender specific environment.

PRIMARY RESPONSIBILITIES

- Coordinate and deliver all services and supports as listed above.
- Work collaboratively with school day staff, program staff and volunteer staff to identify, recruit, and provide services to 100-120 students in grades 6-8.
- Ensure quality programs and instruction by supporting and overseeing activity and lesson plans of the Program Leaders.
- Train and supervise Program Leaders and Assistant Coordinator to deliver after-school programming, including Youth Development practices, Social-Emotional Learning practices, Positive Behavior Intervention and Support strategies, literacy and STEM strategies and behavior management in a gender specific setting using a trauma-informed approach.
- Ensure quality programs and instruction by supporting and aligning facilitation and lesson plans of the Program Leaders to the program goals and objectives.
- Assist in the implementation of Common Core and Youth Development practices in the literacy and STEM curriculum and program facilitation.
- Ensure the safety of all students and staff by complying with and implementing the sites' Emergency Policies and Procedures.
- Track and report program enrollment and attendance daily into Cityspan and the Girls Inc. database.
- Ensure staff implement program design and curriculum changes as directed by the Literacy Specialist, Program Manager and Program Director.
- Support in the administration and collection of evaluation tools and assessments.
- Work closely with Program Manager to ensure high quality community events for students, families and school personnel.
- Support the School-Based Program Department to offer year-round professional development to program staff.
- Prepare effective written and printed materials that support the after school community.
- Participate in staff development, consultation, training, and department meetings as well as plan and implement ongoing supervisions and meetings for Program Leaders.
- Build and strengthen school site relationships through regular meetings with school staff and after school partners to ensure program is operating effectively and is aligned with the school day.
- Attend SST, IEP, COST meetings, and other meetings that concern students enrolled in the after school program at the school site.
- Attend OUSD & OFCY Coordinator meetings and trainings monthly and as assigned.
- Understand, train and implement the California Expanded Learning Quality Standards including (but not limited to): attending Continuous Quality Improvement related meetings/trainings,

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coaching staff in utilizing the tool, completing Program Quality Assessments, use of reporting software, creating and implementing goals and objectives.
- Coordinate with partner organizations to provide after school programming.
- Assist Program Manager in budgeting process and tracking including the purchasing and inventory of program supplies
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- Bilingual (Spanish/English) desired.
- Ability to motivate, excite and spark curiosity and well-being in students.
- Ability to inspire and motivate staff as well as build and manage a team.
- Knowledge and experience in literacy development, gender specific, youth development and after-school or educational settings desired.
- Experience supervising staff, including the ability to coach group leaders.
- Knowledge of and commitment to designing gender-centered academic enrichment programs.
- Experience working with and supporting caregivers' involvement in their children's development and education.
- Knowledge and experience bringing multi-cultural curriculum to the after school environment highly desirable.
- 2 years of experience working with middle school-age youth representing diverse cultures, ethnicities, and abilities.
- 2 years of experience working in formal education or after-school, expanded learning, out-of-school time settings.
- Extensive experience working in communities representing diverse cultures, ethnicities, languages and abilities.
- Experience and enthusiasm for supporting intensive volunteer involvement
- Ability to communicate effectively orally, auditory, visually, in writing and via computer with youth, teachers, caregivers, coworkers, and volunteers
- A valid California Drivers License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Proficiency in Ms Office suite applications
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- Bachelor's degree preferred or 2 years equivalent college credit or IA Exam
- CPR/First Aid Certification
- Ability to bend, lift, move up to 15 lbs

BENEFITS: Employer pays standard medical plan and provides vacation, sick, and holiday pay.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

HOW TO APPLY: Send cover letter and resume to kourtney andrada, Senior Director of School Based Programs, kandrada@girlsinc-alameda.org

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