



Monarch School Project Lead After school Program Coordinator

Monarch School

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch Schools Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Lead After school Program Coordinator will assist in managing and supervising all operational aspects of the K-12 after school program and help create meaningful, engaging learning opportunities for students. This role will assist with all the reporting necessary to maintain the After school Education and Safety (ASES) and After School Safety and Enrichment for Teens (ASSETS) Programs. This position will interact with students, parents, and school staff daily, and is accountable to the After School and Student Event Manager as well as the Director of Student Engagement for all aspects of the program operations.

Reporting Relationship

The Lead After School Program Coordinator reports to the After School and Student Event Manager and the Director of Student Engagement. However, this position works closely with all members of the Monarch School team to ensure that all of elements of this position effectively and efficiently serve the needs of the student body and school staff.

Supervisory Responsibilities

The incumbent in this position will supervise several after school staff members.

Position Responsibilities and Responsibilities

- Develops and implements engaging activities and curriculum.
- Conducts after school program staff meetings and required orientation and trainings.
- Maintains a positive approach to dealing with conflict.
- Facilitate opportunities for student voice, choice, and leadership
- Assist with campus-wide student-led events
- Oversees and organizes the records and compliance for the ASES and ASSETS grants
- Maintains a safe, engaging environment for all students

- Monitors and positively directs/redirects students
- Provides weekly and/or monthly schedule of activities and lesson plans. Involve students and families in the planning of activities and lessons.
- Completes administrative duties daily, replies to email, phone calls, and staff scheduling.
- Performs a variety of housekeeping functions to ensure that every facility is maintained in a healthful, safe and sanitary condition.
- Maintains open, effective communication with parents, school staff and Director of Student Engagement and staff.
- Reports all suspected abuse to appropriate agency.
- Maintains confidentiality regarding students and families.
- Administers first aid to students and contacts parent and emergency assistance in cases of serious illness or injury.
- Supervises staff, provides on-site performance feedback, and serves as a professional role model.

General Responsibilities

- Exemplify Monarch's Core Values of Community, Relationships, Learning, Strength and Healing
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Perform other duties and projects as assigned

Education and Experience

- A Bachelor's degree from a four-year college/university in early childhood development, education, psychology, counseling, social justice or related subject is preferred.
- At least three years of professional experience working with youth in an educational or social service setting.
- CPR and First Aid certification required within 30 days of hire, unless specified otherwise on contract, and must be from one of the following certifying organization: American Red Cross or American Heart Association.
- Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
- A valid California Driver's License

Physical Demands

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel or crouch.

Equal Opportunity Employment:

Monarch Schools Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression,

pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, hourly position, paying \$21.63 - \$26.44 per hour.

Application Process

Interested candidates should email a resume and cover letter with “Lead After school Coordinator” in the subject line to HR@monarchschoools.org. This position will close on **September 30, 2021**.