



## Monarch Schools Project After-School Associate (K-12) Part-Time

The mission of Monarch School is to educate students impacted by homelessness and cultivate hope for a future with the necessary skills and experiences for personal success. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning 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 School Project. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

Reporting to the After-School and Student Events Manager, the After-School Associate will supervise and work with K-12 students in daily program activities. The After-School Associate will collaborate with other team members, families, and school personnel to provide structured activities within the community. This role will also ensure a safe and supportive environment and offer program activities that include physical fitness, arts, academic enrichment, organized games, and healthy choices and behaviors.

### **Duties & Responsibilities**

#### **A. After-School Program Facilitation**

- Ensures the development and implementation of the K-12 After-School program that will contribute to the overall success of Monarch School.
- Works with contributing staff to teach and coordinate After-School opportunities.
- Facilitates and supports After-School tutoring with all k-12 students, including communication with k-12 teachers and Monarch staff.
- Aligns instruction according to the therapeutic model, emphasizing an inclusive approach that is strength-based, trauma-informed, and restorative.
- Actively supervise program participants, ensuring their guidance and safety always.
- Assist in the planning, management, and implementation of age-appropriate program activities that engage students in active and meaningful experiences.
- Communicate in a positive and professional manner with all participants, families, school and district personnel, and community partners.
- Provide positive behavior guidance that supports the developmental, social-emotional, and physical needs of all students.
- Perform daily duties that ensure space is properly maintained, organized, clean, and safe.

## **B. Internal Communications**

- Serve as a role model to homeless and “at-risk” students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Kids Come First” at all times.
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times.

## **C. General Responsibilities**

- Exemplify Monarch’s Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Students Come First” at all times
- 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
- May be required to occasionally drive school-approved transportation
- Perform other duties and projects as assigned

## **Preferred Skills**

- Strong organizational and project management skills, including the ability to juggle multiple workflows and easy adapt to shifting priorities in a fast-paced environment
- Ability to bring a collaborative spirit to internal and external partnerships
- Ability to adapt communications styles based on the priorities and needs of a given audience
- Ability to apply restorative justice protocols, strengths-based practices and trauma-informed care
- Data management and analytical skills
- Ability to thrive in an authentic, feedback-driven environment
- A willingness to commit Monarch’s mission of creating safe spaces for students, building authentic relationships

## **Education/Experience**

- One year of experience working with K-12 school aged youth.
- Must have a high school diploma/GED.
- Must be enrolled in college courses and/or possess a minimum of 24 units or have a college degree or certificate.
- A valid California Driver’s License and proof of current car insurance is required.

The employee is frequently required to sit; stand; perform repetitive motion using a keyboard and mouse, use eyes frequently for computer use; must occasionally be able to lift and/or move up to 20

pounds. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to 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.

### **Compensation**

The hourly rate will be \$16 -\$18 dollars an hour for 20-25 hours a week.

### **Status**

Job Type: Part-time, Nonexempt

### **Application Process**

The application period is open until position(s) are filled.

To apply, please submit your resume and cover letter using the link below. You will be redirected to the Application Tracking System of our HR partner, Mission Edge:

<https://missionedge.clearcompany.com/careers/jobs/c3b230f4-b0c3-9fe6-a75f-7f4e092c2068/apply?source=2007035-CS-47258>