



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

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 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

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.

### Position 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 supervises 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.
- Perform other duties and projects as assigned.

## **Education and Experience**

- High school diploma/GED is required, and 1 year of experience working with K-12 school aged youth.
- Must be enrolled in college courses and/or possess a minimum of 24 units or have a college degree or certificate.
- Strong understanding and use of Microsoft Office and Google Suite.
- A valid California driver’s license is required. Current auto insurance is required. May be required to occasionally drive school-approved transportation.

## **Reporting Relationship**

Reports directly to the After-School and Student Events Manager; however, this position works closely with all teachers, students, families and team members.

## **Covid-19**

MSP employees will be required to comply with the vaccination documentation requirements outlined in Monarch’s COVID-19 policy as soon as practicable and as a condition of employment. If an accommodation is required, please notify HR as prior to start date.

## **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.

**Compensation**

The position pays between \$16.00 - \$18.00 per hour.

**Status**

Job Type: Part-time, nonexempt

**Application Process**

Click on the link below if you are interested in applying:

<https://missionedge.clearcompany.com/careers/jobs/53bcb01d-2ff4-0431-b266-52d5c4376a2c/apply?source=2134581-CS-47258>