



## **Monarch School Project Project Based Learning (PBL) Lead Instructor**

### **Monarch School Overview**

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 up to 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 School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

The Chrysalis: Monarch School Center for the Arts is a Creative Youth Development “hub”, a vibrant and versatile space that offers visual and performing arts opportunities to Monarch students and families, as well as Barrio Logan residents and the regional community of San Diego. The Chrysalis also serves as an affordable space that community arts partners and organizations can rent out for their own community programming, expanding our network and creating mutually beneficial partnerships that serve the community.

### **Position Summary**

The Project Based Learning (PBL) Lead Instructor is responsible for initiating and facilitating partnerships between MSP staff and K-5 SDCOE teachers in support of project-based learning classes and celebrations of learning. This position co-plans PBL curriculum with SDCOE K-5 teachers and brings in a wide range of MSP staff, based on their areas of expertise, to contribute ideas, expertise, and general support. Additionally, the PBL Lead Instructor provides classes and programs in their primary art form to students, families, and community members.

### **Reporting Relationship**

The PBL Lead Instructor reports to the Arts Department Manager and/or the Director of Creative Youth Development & Community Engagement at The Chrysalis. They must be able to communicate with school personnel, other arts team members, students, families, general community members, and other stakeholders.

### **Supervisory Responsibilities**

The PBL Lead Instructor will not have any supervisory responsibilities of staff; however, they will be responsible for role modeling high quality programming and providing mentorship to other team members.

## **Position Responsibilities and General Responsibilities**

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

### **Position Responsibilities**

- Provide Arts Education & Creative Youth Development workshops and classes (in your primary art form) to 0-5 youth, K-12 Monarch students, alumni & families, and general community members.
- Serve as the primary point of contact for SDCOE K-5 teachers in the area of Project Based Learning
- Meet regularly with SDCOE K-5 teachers to assess: PBL needs, co-create projects, and bring the ideas of other MSP staff to the table.
- Meet regularly with other MSP staff, beginning with enrichment instructors, to assess potential PBL contributions and backwards plan to meet celebration of learning goals on time.
- Support other MSP enrichment instructors in PBL-related lesson planning.
- Coordinate Celebration of Learning set-up and tear down. Recruit support from other MSP staff and help SDCOE staff to market the event to the intended audience.
- PBL documentation & evaluation including program attendance, photos/videos, etc. Work with other MSP staff and/or independent contractors to produce polished documentation of at least one PBL per grade level per year.

### **Priority accountabilities include:**

- Meeting regularly with SDCOE K-5 teachers, especially the SDCOE PBL Lead, to co-create project-based learning curriculum and celebration plans.
- Actively work to bring in a broad range of MSP Staff, beginning with other enrichment instructors, to collaborate on curriculum and celebrations of learning.
- Mentor other enrichment teachers in integrating their area of expertise with K-5 academic curriculum.
- Provide leadership in documentation of both processes and products related to PBLs. Work with other team members and/or outside contractors to tell the story of each project.
- PBL-related administrative support and program coordination.

### **General Responsibilities**

- 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.
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment.
- Performs other duties and projects as assigned.

### **Education and Experience**

- BA in education or related field or five (5)+ years' experience writing standards-based curriculum and teaching in a school setting.
- Teaching credential preferred.
- Experience facilitating for ages 0-5 and grades K-12, as well as whole families.
- Three (3)+ years collaborating with K-5 credentialed teachers on curriculum and celebrations of learning.
- Knowledge of Creative Youth Development principles.
- Bilingual in Spanish, preferred.

### **Preferred Skills**

- Strong organizational and project management skills, including the ability to juggle multiple workflows and easily adapt to shifting priorities in a fast-paced environment.
- Ability to bring a collaborative spirit to internal 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 to Monarch's mission of creating safe spaces for students, building authentic relationships.

### **Certificates and Licenses**

A valid California driver's license is required. Current auto insurance is required. May be required to occasionally drive school-approved transportation.

### **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

### **Equal Opportunity Employment:**

Monarch School 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, permanent, hourly position with pay starting at \$25.00 to \$28.00 per hour.

**Competitive benefits package includes:** Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

### **Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with “**Project Based Learning (PBL) Lead Instructor**” in the subject line. This position will remain open until filled.