



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

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 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 School Project (MSP), a 501(3) corporation. For more information, please visit 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.

Priority accountabilities include:

- Develop and implement K-12 After-School programs that will contribute to the overall success of Monarch School. Assist in the planning, management, and implementation of age- appropriate program activities that engage students in active and meaningful experiences.
- Facilitate and support After-School tutoring.
- Provide positive behavior guidance that supports the developmental, social-emotional, and physical needs of all students.

Reporting Relationship

The After-School Associate (K-12) reports to the After-School and Student Events Manager, however the Associate must be able to communicate with other team members, families and school personnel.

Supervisory Responsibilities

The After-School Associate will not have any supervisory responsibilities; however, they will be responsible for supervising K-12 children during After-School activities.

Position Responsibilities and General Responsibilities

The After-School Associate will perform the following duties and responsibilities along with other duties that may be assigned:

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.

I. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.
- Completion of at least 48 semesters earned at an accredited college or university or an Associate of Arts degree, including college-level course work in general academic subject areas such as math, science, and English. Must meet the paraprofessional requirements of the NCLB Act, which can be satisfied by one of the following:
 - Completion of at least 48 semester units at an institution of higher education;
 - Obtained an associate's (or higher) degree;
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

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 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 to Monarch's mission of creating safe spaces for students and 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.

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 part-time, hourly position, with pay starting at \$22.00 to \$24.00 per hour.

Competitive benefits package includes: Sick Leave accruing up to five (5) days per year, eight paid holidays, five (5) weeks of paid school breaks per year, 401(k) with 100% match of up to 6% of salary, and Employee Assistance Program (EAP).

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with "After-School Associate" in the subject line. This position will remain open until filled.