Assistant Director

JOB DESCRIPTION

Supervision

● Support a dynamic after-school center based program serving grades K-8TH
● Support Director in the hiring and training process for after school group leaders
● Support Director in conducting on-going observation, coaching and feedback to part-time group leaders
● Provide daily support and Supervision to staff during after school and summer camp program hours
● Provide daily supervision and support to staff with lesson planning and implementation for core program components following the thematic curriculum and Literacy Immersion Model by circulating throughout program

Partnership/Relationship Development

● With Director’s support build and maintain strong, positive relationships with parents, school faculty, community members and key stakeholders in order to enrich the experiences for families in the program by creating an effective system of communication for sharing program updates and student progress
● Develop and maintain partnerships and communication with school leadership by attending CBO-School partnership meetings for planning.
● Attend monthly leadership meetings such as SLT, and BRT.
● Greet students and families at program arrival and dismissal
● Communicate student progress with parents as needed during program dismissal
● Work with both schools to coordinate after school pick up procedures
● Conduct parent orientation sessions for the fall and spring

Program Development

● Have the ability to adhere to a changing environment as needed and continue to provide services in person and virtually through Google Classroom or other virtual learning platforms
● Recruit elementary/ middle school participants, and build strong, collaborative relationships with program parents, school personnel, and key stakeholders
Provide daily, direct supervision of elementary and middle school age after school program, ensuring all safety procedures, daily schedules, Literacy Immersion curriculum implementation, and group management protocols are followed.

Oversee the implementation of the division wide thematic Literacy Immersion Model curricula for Literacy, STEM, Arts Enrichment and SEL.

Work closely with the Associate Director of Education to provide on-going support to staff in curricula implementation and facilitation including ensuring written weekly observations of Literacy/STEM instruction using the observation rubric.

Identify and organize resources and the Literacy Immersion Model curriculum for group leaders in Literacy, STEM, SEL, physical fitness,

Directly support staff by reviewing lesson plan and curriculum implementation.

Contribute to the development of active, enriching theme-based summer camp and after school programming for elementary students and providing opportunities for growth and hands-on learning through literacy, STEM, SEL and Arts Enrichment.

Serve as the Site Supervisor on SACC license and Assistant Camp Director on Summer Camp Permits.

Attend the training and facilitation of the thematic Family Literacy unit.

Fully engage school community in 7-week, theme based family literacy programming.

Recruit and engage parents during the Family Literacy unit securing registration and food order.

Contribute to the planning of Division wide initiatives such as the Annual Youth Summit and Summer Olympics.

Support Director in facilitation of weekly staff meetings.

Support Division wide Touch-A-Truck and M5K fundraiser events.

Plan two Showcases a year.

Conduct health screening for participants entering the building.

Ensure that all maintenance logs are filled out.

Administration

- Ensure funder online system and administrative mandates to ensure 100% compliance.
- Plan and coordinate after school registration process.
- Maintain participant files ensuring that applications are updated with parents contact information and participant medicals.
- Track enrollment, attendance, and data entry ensuring program is on track to meet programmatic mandates and benchmarks.
- Lead out DYCD/AASP site visits.
- Attend all Division Leadership Meetings.
- Ensuring that DOH program binders are updated on a monthly basis.
- Adhere to internal Division Deadlines.
● Submit vacation requests 2 weeks before requested time off and sick time requests within two business days of time off
● Oversee compliance with DOE/DOHMH School Age Child Care (SACC) and Summer Camp rules and regulations pertaining to staff hiring and clearances, trainings, safety, and related items and be listed as Site Director on SACC license
● Any other tasks as identified by your Supervisor as they relate to your responsibilities

HOW TO APPLY
Please send a cover letter and resume detailing your relevant experience to Janie Slavens jslaves@stnicksalliance.org with "Teaching Artist" in the subject line.

Print Name:______________________________________

Signature: ______________________________________

Date:________________________________________