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TITLE:	Academic Enrichment Leader, 21st Century Community Learning Center
SCHOOL:	Kendall Elementary KE(5 positions available) Mount Baker Junior High MBJH (2 positions available)
REPORTS TO:	Site Coordinator
HOURS:	School Year: Monday – Thursday: 2:30-3:30 pm MBJH, 3:30-4:30 KE, after school, plus planning time (average 6 hours a week) Summer:9:00 am to 12:30pm
PAY RANGE:	\$30 per hour
STATUS:	Part-time non exempt

POSITION DESCRIPTION

The Academic Enrichment Leader (AEL) will work with youth at the 21st Century Community Learning Center (CCLC) to provide hands-on delivery of daily academic programming centered on the school day curriculum with the purpose of providing remediation. He/she will provide a structured and safe environment which stresses responsible behavior, respect for others, and positive attitudes for all students and will communicate with parents and 21st CCLC staff regarding children's academic successes and improvements.

Primary Functions: The AEL will develop and deliver academic lessons tailored to the needs of 21st CCLC participants. He/she will supervise students during program activities, evaluate activities provided for effectiveness and active student participation, work directly with site coordinator and provide pertinent data such as attendance and activity plans to help with improvement of students' academic performance and to enhance the students' opportunity to be engaged and exposed to a variety of educational and enrichment events. Perform other duties and responsibilities as assigned by supervisor.

Requirements: Must be able to pass a background check and drug test.

Must be over 18 to work with youth.

Two years' experience working with youth, preferably in a school setting.

Experience with child development or leisure studies preferred.

Demonstrated ability to effectively work with others and provide leadership to youth.

Applicants must be able to demonstrate the following:

- ability to develop lesson plans that support the school day curricular activities
- use a creative perspective to work with children on making good life choices
- passion for making a positive impact in children's lives
- ability to keep firm boundaries
- accountability and follow through
- ability to multi-task
- strong behavior management skills
- ability to maintain confidentiality

Education/Certification:

BA or BS in Education

Key Roles:

- Plan academic lessons and enrichment activities in the after school program that support the daytime lessons and learning.
- Communicate with parents, school day staff, and site coordinator.
- Supervise associates.
- Monitor groups of 10-15 students in a classroom setting.
- Coordinate schedule with volunteers, agency partners, and tutors.
- Manage students' behaviors.
- Assess student progress and submit data to site coordinator.
- Assist with family literacy activities.
- Respect and honor the confidentiality of students and staff in the program.

Working conditions:

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Occasional prolonged and irregular hours. Be comfortable performing multifaceted projects in conjunction with day-to-day activities. Stand, walk, crouch, and do moderate lifting up to 40 lbs.

To Apply: Cover Letter, Resume and 3 References to Kim Grams Kgrams@whatcomclubs.org