



JOB TITLE: Site Coordinator

LOCATION: Various Buffalo Public and Charter schools

REPORTS TO: Vice President of School-based Services
Building Brighter Futures Site Directors
School Administrators and Program Evaluators.

SUMMARY OF DUTIES:

The Site Coordinator is responsible for managing the afterschool program at a Buffalo public school/ Charter School. Responsibilities include recruiting and enrolling students, provide programming designed to increase state and local test scores in ELA and math and coordinate all students into appropriate academic and enrichment activities, supervise all afterschool staff, manage SACC license, maintain attendance records and program reports and work with project director, school administrators, and evaluators.

Along with supporting students' achievement of academic goals, Building Brighter Futures programming is based on the Social-Emotional Learning model and includes activities and supports toward their personal development, strengthening their families, and cultivating self-worth and positive expression through learning about health and well-being, artistic expression and positive physical activity. Position dependent upon funding decisions.

Full Time is 40 hour a week, Monday – Friday. Must be available to work until 5:30 or 6 pm Oct. - May. Part Time is 20 Hours a week Monday- Friday from 1-6 or 12-5 based on the school day dismissal time.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

Bachelor's Degree and/or School Age Child Care Credential. Master's level certified teacher preferred. Minimum 2 years experience working with school age children, preferably in an urban educational setting.

To apply, please the following link:

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