



Job Title: Assistant Program Coordinator

Job Group: IV

Location: BPS #18 Dr. Antonia Pantoja Community School of Academic Excellence, for Building Brighter Futures

Reports to: Site Coordinator and Social Emotional Coordinator

SUMMARY:

The Assistant Program Coordinator (APC) will support Building Brighter Futures Site Coordinator and Social Emotional Coordinator in managing the afterschool program in order to meet the stated grant goals and objectives. This position requires strong organizational, leadership and collaborative skills. Knowledge of educational, school based social-emotional supports, afterschool and community systems, and knowledge of State Education grants are essential. Strong inter-personal abilities and data management are also required.

The APC is responsible for (but not limited to):

- Assisting the Program Coordinator in afterschool program design, planning, and implementation
- Working closely with school day staff to address academic and social-emotional needs of the student population
- Attending school based committees to ensure program alignment to school day
- Supervising the alignment of curriculum goals and objectives with the academic segment of the afterschool program
- Assisting in recruiting and registering students to program
- Communicating with parents, teachers and building administration regarding student needs.
- Assisting in the administrative duties associated with program operations

Supporting the collection of appropriate program data

QUALIFICATIONS:

Bachelor's Degree and/or School Age Child Care Credential; minimum 2 years' experience

Position is dependent upon funding approval.

To apply, please the following link:

<https://home.eease.adp.com/recruit/?id=15626711>

If link does not connect, please copy and paste address in your web browser