



Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

After School Program Coordinator

Position Start Date: As soon as possible

Appointment Type: Full Time, salaried (hours likely 10:00 am-6:30 pm)

Contract length: 197 days

Job Summary:

The After School Program Coordinator, a grant-funded position from the Department of Public Instruction Out-of-School Time (OST) Grant, under the supervision of the Director of Academic Interventions, will manage and coach After School Program staff, develop and implement out of school time programs. This includes providing academic and social/emotional support groups during lunch and overseeing the day to day operations of the after school program, including data tracking and daily program management to ensure grant compliance.

I. Position Relationships:

Reports to: Director of Academic Intervention and/or Director of Special Education and Student Services

Supervises: After School Program Specialists (4-6)

Coordinates with: Junior Academy and High School Principals, OST Engagement Coordinator, Boys and Girls Club staff, classroom and special education teachers, paraprofessionals, families

II. Position Responsibilities:

Program Coordination

- Supervise After School Program Specialists to implement academic and social/emotional intervention curriculum with fidelity
- Coordinate with administrators, teachers, and BGC staff to create daily program schedules
- Schedule, coordinate, and implement program model, staff trainings, meetings, appointments, and special events as needed
- Work in partnership with district administration to recruit and retain students in the program - this will include creating and managing a two-way communication pipeline from the school to students to families
- Manage the systems to track all grant-related program data, including but not limited to, program classes, daily program attendance, family events and student contact information
- Order and maintain supplies and materials as needed for the OST program

Planning and Instruction

- Use knowledge of student needs, including achievement levels, to plan differentiated academic and social/emotional interventions to be delivered during lunch and after school
- Use a wide variety of instructional resources and curriculum to aid in student learning
- Attend to the social, personal and academic needs of students who have been identified as at-risk of failing.

Assessment and Data

- Design and use assessments tools to measure and data track student progress.
- Monitor and maintain student achievement data associated with RTI, providing regular updates to district and school administrators

Professional Responsibilities

- Understand the educational philosophy of the School and for carrying out the policies of the Board of Directors.
- Communicate effectively to collaboratively plan with families, building/district staff, and administration for student improvement.
- Perform other duties as assigned by the Director of Academic Intervention and other administrators.

Preferred Knowledge, Skills, Abilities and Personal Characteristics

- Knowledge of research findings and recent trends in Response to Intervention (RtI) and Multi-Tiered Systems of Support (MTSS)
- Three years successful experience teaching or similar duties
- Ability to communicate effectively and sensitively both orally and in writing
- Excellent human relations skills to interact with all employees, students, parents, representatives from community agencies, and the public
- Skill and knowledge of word processing, spreadsheet, and presentations applications
- Aptitude for organization and detail
- Ability to work independently, prioritize work to meet schedules and timelines, and maintain composure under pressure
- Ability to exercise judgment in handling information of a highly sensitive and confidential nature with tact, diplomacy, and strict confidentiality
- Ability to analyze issues and problem-solve, plan and implement targeted instruction
- The desire to work hard and work collaboratively
- The desire to grow professionally and respond to regular feedback

IV. Required Qualifications:

- Bachelor's Degree