

Job Code #7200-01-20

Afterschool Associate Director-Portland

JOB SUMMARY:

LearningWorks is a non-profit agency with a 55-year history of serving the greater Portland community through four core programs: After School, YouthBuild, Service Works and the English Language and Literacy program. All of our programs are designed to ensure the success of learners whose needs are not met by traditional systems.

The full-time Associate Site Director (ASD) will be responsible for supporting the day to day management of six (6) LearningWorks Afterschool (LWAS) 21st Century Community Learning Center school-based program sites. The ASD will collaborate with the Site Director to provide cohesive oversight and direction to all program activities and lead the development and implementation of curriculum designed to meet the needs of a diverse group of children. The ASD will also work in collaboration with other members of the LWAS Site Director Team to ensure program excellence.

The ASD in this Portland-based position will support programs hosted by East End Community School, Ocean Ave. Elementary School, Presumpscot Elementary School, Reiche Community School, Rowe Elementary School, and Talbot Community School. This position will work in close collaboration with, and under the direction of, the Site Director for Portland LWAS.

This student-centered program is designed to give 2nd–5th grade students who are performing below benchmark in math and literacy more learning time, thereby increasing their background knowledge and experiences while also developing their communication, collaboration, social, and emotional skills and most importantly, confidence as a learner. The program convenes 4 afternoons per week (Monday–Thursday) to focus on Science, Technology, Engineering, Arts, and Mathematics (STEAM) curriculum and enrichment activities (health/wellness, performing arts, cultural, social-emotional learning). Students participate in engineering design challenges with embedded literacy and math instruction and hands-on projects to build key skills for school success – all in an experiential and supportive learning environment.

RESPONSIBILITIES:

This position contributes to the achievement of Agency mission through some or all of the following core duties:

- Coordinate the delivery of high-quality, interactive instructional STEAM (Science, Technology, Engineering, Arts and Math) programming either in person or remotely, that utilizes research based instructional practices while taking into account the available financial and human resources;
- Oversee daily operations of the program during school year calendar, including instructional and enrichment services during the summer months, making sure that minimum program day goals are met;
- Coordinate with school staff to recruit and enroll student participants;

- Coordinate with Building Principal(s), Food Service, and Transportation Director(s) to ensure appropriate resources are available to the program, and that each site's learning space is safe, organized, and appropriate;
- Coordinate program delivery and schedule with school and district;
- Lead LWAS instructional staff in the implementation of STEAM curriculum;
- Effectively develop and communicate program activities with LearningWorks and Portland Public Schools staff;
- Make effective use of technology to increase the efficiency of the program through the identification of opportunities for automation and participation in the development of databases;
- Ensure program expenses such as materials, supplies, consultants and training are allowable and within budgeted-for amounts;
- Contribute to quality assurance by ensuring that standards are followed within the program, including the following activities:
 - Ensure safety and injury incidents are being reported,
 - Ensure programs are in compliance with the Agency's policies, and
 - Ensure programs are in compliance with Department of Education's expectations through the development of annual program site reviews and implementation of associated site improvement plans;
- Work closely with LearningWorks' Communications Coordinator to promote the program's successes on social media and other agency platforms;
- Actively participate in regular supervision with the LWAS Portland Site Director;
- Contribute to a positive workplace culture consistent with LearningWorks' mission and values;
- Ensure sustainability for the program by stewarding funders, writing grants, completing grant reports, and coordinating grant writing with development staff as needed;
- Oversee Site Coordinators' facilitation of weekly site team meetings; Participate in weekly staff meetings facilitated by site coordinators;
- In coordination with Site Director:
 - Coordinate ongoing opportunities for parental involvement and provide parents with materials to assist their child's learning;
 - Attend quarterly meetings of the LWAS Advisory Board;
 - Use student assessment data to inform programming and curriculum focus;
 - Work with senior leadership to develop funding applications and associated performance reporting for the program;
 - Communicate program information to stakeholders (parents, school day staff, school administration, and funders); and

Plan and coordinate monthly staff training for all program staff to develop skills and best practice performance in all STEAM curriculum areas, as well as topics like racial equity, cultural competency, classroom management, and child development.

- Participate in bi-weekly LWAS Director's Staff Meetings and LW Leadership Team Meeting; and
- Other duties as assigned by the LWAS Portland Site Director or Director of Programs.

MINIMUM QUALIFICATIONS:

State of Maine Teaching Certification or demonstrate eligibility (preferred)

B.A. or B.S. degree in Education or related field

Work Experience & Skills:

- Minimum 2 years teaching experience; experience with elementary-aged youth preferred;
- Supervisory and/or leadership experience preferred;
- The ability to facilitate relationships with a diverse array of professionals, including agency leadership, funders, and key stakeholders;
- Strong communication, interpersonal, organizational, time management, and computer/technology skills; and
- Flexibility, thoughtfulness, and the ability to creatively problem solve.
- Good driving record required

Compensation and Benefits:

The salary range for this position is \$46,800 annually, depending on experience, skills, and qualifications. It is a full-time, non-exempt position working 40 hours a week.

Benefits: Health, Dental, Life, HSA(with health insurance enrollment), 152 hrs of PTO to start, 13 paid holidays, bereavement and pet bereavement, 401K after one year of employment and 1000 hours served, family friendly, flexible environment

TO APPLY: Please take some time to familiarize yourself with our organization, what we do, and what we believe in. If you are inspired to join our team, please complete our online application and attach your resume and a thoughtful cover letter. Incomplete applications will not be accepted.

<https://www.learningworks.me/join-the-team/staff-openings/>

We are an equal opportunity employer. We prioritize the leadership of people of color and LGBTQ individuals, and we strongly encourage people of all traditionally marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state, or federal laws

This Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.