Title: Coordinator of Extended Day & Enrichment Programs
Division: Middle School
Location: Richmond, CA
Reports to: Middle School Associate Director
Status: Full-time, Exempt (Year-Round)
Supervises: Enrichment Instructors

Position Summary
Under the supervision of the Middle School Associate Director, the Coordinator of Extended Day and Enrichment Programs will work to support the administrators and Deans to ensure consistency between the Core Academic Day and the Extended Day, as well as implement high quality programming with regard to academic support and enrichment activities. The Coordinator manages the After School Education and Safety (ASES) grant, and handles the corresponding documentation, record keeping, data reporting, and compliance monitoring activities. The Coordinator is also responsible for creating a vision and developing the overall curriculum for the Extended Day, as well as Saturday Academy and Summer Academy programming. It is imperative for the Coordinator to establish strong and effective relationships with administrators, staff, parents, and students. As part of the administrative Leadership Team, this position will advise on issues pertaining to the overall well-being of students, both academically and developmentally. This position will also help to compile, analyze, and respond to Extended Day data such as student attendance, disciplinary data, and academic data to ensure students are meeting MWA expectations of success.

Primary Responsibilities

Program Management
- Manage and coordinate Extended Day, Saturday Academy, and Summer Academy, including but not limited to, programming, goal setting, and schedule management.
- Oversee and manage systems, data, and activities as they relate to student performance with respect to academic support, enrichment, and conduct.
- Manage partnerships with outside service providers or groups supporting Extended Day, Saturday, and Summer programs.
- Oversee the ASES Grant process: 1) Confirm and document that the Extended Day programming meets ASES (After School Education and Safety) Grant requirements; 2) Collect and review data to ensure grant stipulation compliance such as attendance reporting, incident management, and performance data.

Supervision & Evaluation
- Supervise Extended Day Staff providing support and direction.
- Conduct mid-year and annual evaluation surveys with Core Day Faculty/Staff, Extended Day Faculty/Staff, participating students, and parents in order to receive feedback on perceptions of the delivery of service for Extended Day, Saturday, and Summer programs.
- Act as a liaison between Core Day and Enrichment Instructors through formal and informal check-ins, scheduled meetings to discuss impact of specific programs and approaches, as well as check-ins regarding communication.
Student Support
- Assist with disciplinary policies and procedures relating to student behavior and achievement during Extended Day, Saturday, and Summer programs.
- Communicate academic progress and behavioral trends to MWA administration and parents through periodic reports and meetings with parents, administrators, and Faculty.

Additional Responsibilities and Expectations

Mission Alignment
- Demonstrate knowledge of, and support, Making Waves Academy’s mission, core values, standards, competencies, and code of conduct outlined in the Employee Handbook.
- Participation in the school community – attending school competitions, performances, assemblies, and extracurricular activities.

Other
- Perform additional duties as assigned.

Work Environment
This job operates in a classroom and outdoor environment. This role routinely uses standard classroom equipment such as laptop computers, photocopiers, whiteboards and Chromebooks.

Physical Demands
While performing the duties of this job, the employee may be required to lift files, open filing cabinets and bend or stand on a stool as necessary, and sit for long periods of time.

Travel
Some travel may be required for MWA related events, such as workshops or conferences.

Qualifications

Experience
- Experience in program management
- Experience working with students and families from historically underserved communities
- Experience creating and revising culturally relevant, standards-based lesson plans
- Experience managing and motivating employees preferred

Skills
- Excellent organizational, analytical and problem solving skills and abilities
- Strong verbal and written communication skills
- Ability to prioritize tasks and consistently demonstrate strong decision making and judgment skills
- Innovative thinking as it relates to creating sustainable workflow and processes
- Ability to take initiative and produce in a fast-paced, start-up environment
- Ability to communicate with, teach and build relationships with students and their families in the culturally and linguistically diverse MWA community
• Ability to be a “team player” and to collaborate with colleagues, parents, and community members to affect the best outcomes for students
• Demonstrate an understanding of technology and literacy learning platforms (Microsoft Office Suite, PowerSchool, Canvas, Blackboard, Google Drive and Calendar, if applicable)
• Professional orientation – appearance, communication, organization, and attitude

Education
• Bachelor’s Degree required

Preferred
• CLAD/BCLAD preferred
• Valid California Teaching Credential preferred
• Spanish language proficiency preferred but not required