

Site Coordinator, BSAP Community-Based Learning Center After School Enrichment Program

A completed application includes all application materials, three supervisory references, a cover letter, and a resume. This position is posted until filled, with an initial screening date of

Applicants are encouraged to submit their materials in a timely fashion.

DESCRIPTION

The Site Coordinator of the BSAP Community-Based Learning Center After School Enrichment Program is employed through the Howard County Public School System and is assigned to the Monarch Mills Community Based Learning Center Site. Under the guidance of the BSAP Specialist, the person in this position collaborates with students, schools, families, and community members to provide students with mentoring, academic support, enrichment, and social-emotional learning opportunities. The Site Coordinator fosters and enriches parent and community involvement in student learning and achievement.

ESSENTIAL JOB FUNCTIONS

- Supervises site staff in day to day operations, including attendance and payroll.
- Shares administrative messages and program goals with site staff.
- Assists students with the development of proper study habits and organizational skills, special projects and homework.
- Plans and facilitates opportunities for academic support and enrichment.
- Creates an instructional environment that is conducive to the intellectual, physical, social and emotional development of students.
- Develops reasonable guidelines for positive behavior in alignment with the 6 P's to Excellence and maintains order in a fair and just manner.
- Communicates achievements and areas for improvement to students and parents.
- Establishes relationships with administrators, colleagues, students, parents and the school community that reflects recognition of respect for every individual.
- Provides all necessary safety precautions to protect students, equipment, materials and facilities.
- Maintains accurate and complete records as required by law, program regulations, and HCPSS policy.
- Attends staff meetings as required and necessary for continuous individual and program improvement.
- Prepares nutritious snacks in accordance with Maryland's SNAP-Ed program recommendations.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

QUALIFICATIONS

Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

- Bachelor's degree in education, social science or related field.
- Outstanding human relations skills demonstrated by working effectively within diverse educational communities of staff, students, families, and community members.
- Excellent oral and written communication skills.
- Ability to properly maintain confidential information.
- Ability to connect with and motivate students
- Basic Computer Literacy

EXPERIENCE

- Have two years of successful teaching and/or school-related experience necessary to provide effective support to K-8 students.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

PREFERRED QUALIFICATIONS

- Maryland state teacher certification with applicable endorsements.

SALARY

The Site Coordinator is hired on a yearly basis. The term of service coincides with the academic school year. The hourly rate is \$18.00 per hour for non-certificated staff, \$20.00 per hour for certificated staff.

APPLICATION

A complete online application and all application materials, including **three** reference surveys, must be submitted by **Date**.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment

- Names of direct supervisors
- Cover Letter
- Resume

ADDITIONAL INFORMATION

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.