

Bloomfield Garfield Corporation

5321 Penn Avenue, Pittsburgh, PA 15224
(Office 412-441-9833)

21st Century Community Learning Center--Pittsburgh LEARNS Afterschool Program

Title: Afterschool Site Coordinator

Status: Part-time

Compensation: \$13- \$15/hour, varies with experience

LOCATION: PITTSBURGH WOOLSLAIR AND PITTSBURGH FORT PITT ALA

APPLICATION PROCESS: SEND RESUME AND COVER LETTER TO BGCAFTERSCHOOL@AOL.COM

JOB SUMMARY:

This position will implement age and grade appropriate Language Arts and Math lessons for kindergarten through fifth grade students.

The Coordinator will ensure successful implementation of all objectives and ensure that outcomes are achieved and reported back in a timely manner. This will require staff, among other duties, to collect and be accountable for daily, weekly, quarterly, and yearly student data. Staff will also attend weekly meetings with Education Director of Neighborhood Learning Alliance, as well as state, national and quarterly conferences or trainings deemed necessary by the PA Department of Education and/or Neighborhood Learning Alliance.

RESPONSIBILITIES:

- Supervise staff, ensuring appropriate practices in child guidance, supervision and teaching
- Implement afterschool lessons plans aligned with school day; remediate identified needs
- Develop/maintain relations with school principal/teachers; Ensure continuity between school and program
- Develop/implement weekly program schedule, including enrichment activities
- Monitor and report on overall program performance
- Play an active role in promoting parental engagement
- Ensure academic software and websites are being utilized to enhance student academic lessons
- Maintain database of student information
- Administer and score pre, mid, and post student assessments
- Track daily attendance
- Collect student report cards and standardized assessments from school district
- Attend Advisory Committee and PSCC meetings

QUALIFICATIONS:

- Bachelor's Degree in Education or related field preferred
- Teaching experience
- Experience in a community based afterschool program setting
- Act 33, 34 and FBI clearances (or ability to obtain them)
- Technology skills
- Willingness to work during afterschool hours
- Personal transportation
- Must be available – 2:30PM to 6:30PM, Monday through Friday, and some school day hours.
- Commitment – 20-25 hours per week

