

## **WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL**

### **POSITION: AFTER SCHOOL AND SUMMER CAMP PROGRAM COORDINATOR**

**Description:** Willow Oak Montessori is a collaborative community of professionals passionate about equitably inspiring every child in an individualized learning journey. The After School and Summer Camp Program Coordinator works closely in partnership with school faculty to develop a stimulating and creative after school program that is consistent with the Montessori learning environments that our students experience during the school day. S/he also takes the lead on planning and implementing a meaningful summer camp program that reinforces our community's values over summer break. The programs developed will be responsive to student needs and interests, using a variety of activities and materials to maintain student engagement and reinforce healthy choices. The Coordinator will exhibit a positive, optimistic attitude; treat all students in a fair and equitable manner; and communicate effectively with parents, colleagues and the community. S/he will embrace diversity, create a learning environment that fosters respectful interactions with peers and adults from all cultures and belief systems, and prepare students to become independent and responsible global citizens.

**Classification:** Instructional

**Contract Type:** Part-Time (25 hours per week, Full-Time possible by adding other duties)

**Contract Term:** Ongoing position beginning in August 2019

**Position Reports To:** Head of School

#### **Requirements:**

- High School diploma from an accredited institution
- Strong organizational and interpersonal communication skills
- Experience working with children

#### **Preferred:**

- Experience working with children in after school/summer camp programs
- Experience supervising other team members
- Experience with basic office productivity software (GoogleDocs, GoogleSheets, etc.)
- Familiarity with and appreciation for the Montessori philosophy of child development
- Applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team

#### **Responsibilities:**

##### *After School Program Coordination*

- Collaborate with school leadership to develop an after school program that is aligned with our community values and the principles and spirit of our Montessori learning environments.
- Prepare and maintain a clean and aesthetically-pleasing physical environment in partnership with others who share the space.

- Manage enrollment of students and coordinate with the School's business office to ensure receipt of tuition payments.
- Supervise and coach After School Counselor(s), including identification of and support for obtaining needed professional development.
- Communicate regularly with parent(s)/guardian(s) of enrolled students regarding program logistics, goals, and programming.
- Plan a variety of activities for students, striving to align activities to student interests while promoting movement and other healthy choices.
- Work collaboratively with members of our Diverse Learning Community Team to ensure that students at risk or with special needs are accepted, respected, and served equitably in the least restrictive environment possible.
- Collaborate with students to develop a codified set of program ground rules for behavior and communication, which students and counselors will use and revise as needed.

#### *Summer Camp Program Coordination*

- Collaborate with school leadership to develop a summer camp program that is aligned with our values and the principles and spirit of our Montessori learning environments.
- Recruit faculty and community members to lead individual classes in the summer camp program.
- Communicate registration information to families no later than January of each school year.
- Manage enrollment of students and coordinate with the School's business office to ensure receipt of tuition payments.
- Coordinate with school leadership and the business office to ensure that adequate on-site support is provided to all summer camp facilitators throughout the summer camp program.

#### *Parent Relations*

- Establish effective working relationships with all students and their families, paying particular attention to the barriers that students and families from traditionally disempowered populations face in fully participating in our community.
- Maintain regular communication with parents through email, newsletters, parent conferences, and phone calls.
- Respond to communications from parents within 24 business hours.

#### *Professionalism*

- Demonstrate and model respect for diverse cultures, family structures, and religious beliefs.
- Maintain accurate, complete, and correct records as required by law and school policy.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities throughout the program.
- Attend faculty meetings and perform other tasks/responsibilities that may be assigned by the Head of School.
- Collaborate with colleagues to mentor and support one another to improve effectiveness and equitable student outcomes.
- Maintain a professional attitude toward students, parents, faculty, and the community at all times.
- Strive to be a desirable example for students in attitude, action, speech, and dress.

- Maintain confidentiality regarding all children, families, faculty, and the school as stated in the Willow Oak Montessori Confidentiality Agreement.
- Comply with all policies and procedures included in the Personnel Handbook, Student Handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society Code of Ethics and the Code of Ethics for North Carolina Educators.
- Engage in a continuing education program of study.