



## LEARN Works Day Program Classroom Coordinator

### Job Description – July 2020

**Reports to:** Director of Education Services

**Classification:** Non-exempt

**Category:** Full time, temporary

- NOTE: This position is funded by the federal CARES Act and exists while funding lasts, through the end of the 2020 Remote Classroom program session (December 2020)
- Training from August 24-September 5
- Classes start September 8

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**Job Summary:** Under the general direction of the Director of Education Services and in accordance with the mission of the Ada Jenkins Center and the purpose of the LEARN Works Program, the LEARN Works Day Classroom Coordinator will be directly responsible for providing strong, caring in-person supervision of a group of elementary aged students during their remote learning.

#### **Job Qualifications:**

- A high school diploma or the equivalency required
- At least 2 years of experience working with elementary school students preferred.
- Must already be familiar with or willing to learn and employ the program's philosophy utilizing Love and Logic principles in working children
- Bilingual (English and Spanish) preferred
- Prior experience working with volunteers preferred
- Computer proficient
- CPR and First Aid Certified. If not currently certified at the time of hire, certification can be acquired shortly after

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### **Principle Activities of role based on Center's Guiding Principles:**

#### **+ Mission Driven & Excellence**

- **Classroom Management:** model the values and philosophy of the program for participants, ensure program philosophy is consistently applied in classroom, work with participants to make positive choices in alignment with program philosophy, implement strategies designed to promote the students' abilities to make good choices, provide participants with encouragement about their personal growth and development, establish routines and procedures for the students that maintain a safe, positive learning climate for participants, motivate, set the tone of classroom/program atmosphere.
- **Remote Learning Management:** monitor students' remote learning schedule ensuring that they join their synchronous instruction and work on their asynchronous assignments, check for students' understanding, answer questions that they have and directing and re-directing them in their asynchronous work, inform parents/legal guardians about their student's participation and completion of work each day.

- **Enrichment and other activities:** Coordinate and implement enrichment and physical activities between synchronous instruction and after 30-45 minutes of asynchronous work.
- **Administrative/Routine Tasks:** complete daily attendance and efforts in Apricot data base as well as tracking of students completed work.
- **Personal growth:** attend training sessions as required, participate in the development of the program, attend staff meetings, communicate with director and colleagues about needs and concerns, and assess personal performance.
- Staff all play the role of an Ada Jenkins ambassador.
- Staff understand and embrace that Ada Jenkins has one mission and we are one team.
- Staff adhere to any policies set-forth as organizational staff policies, as well as those specific to this role.

#### **+ Relationship Driven by promoting a culture of trust and respect**

- **Students:** utilize Love and Logic approach with students.
- **Parents/legal guardians:** communicate and partner with parents regularly to incorporate transcending strategies that leads to a good remote learning experience.
- **Volunteers:** establish relationship with volunteers assigned to classroom, effectively use volunteers assigned to classroom by incorporating them in your classroom management, guide the work of volunteers by providing them with direction and supervision, model the Love and Logic approach, encourage input of volunteers, monitor relationships between volunteers and students, solicit and consider volunteers' feedback.
- **Staff:** assist other teammates as able and available.
- Staff work to establish and maintain strong relationships with client-partners, community organizations, volunteers and fellow staff.
- Staff fulfill their job responsibilities in a professional manner, with the understanding that the rest of the Ada Jenkins team depend on this to fulfill our mission.
- Staff participate in staff meetings, staff trainings, and staff gatherings.
- Staff will protect the privacy and confidentiality of client-partners, your teammates, volunteers, donors or other supporters of the Center.
- Staff adhere to the ethical standards established and promoted by Education.
- Staff are respectful of and sensitive to what people bring to the table, their individual beliefs and lifestyles. Staff will actively refine their ability to interact with people different backgrounds.

#### **+ Steward of Resources**

- Staff manage their time, take care of equipment, Ada Jenkins' facility and material goods, work to avoid waste and duplication, and make the best use of Ada Jenkins' financial resources.
- Accurate data is essential to the strength of our organization. Staff are expected to collect, accurately input, and analyze data as required by your specific role.

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#### **Physical and Mental Requirements:**

The Ada Jenkins Center is committed to providing a means for job applicants who have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position:

- Ability to work without intensive supervision.
- Vision sufficient to read standard text and read a computer monitor.
- Ability to speak and hear sufficiently to communicate clearly in person and over the telephone.
- Ability to stand, sit, walk, stoop, and bend routinely.
- Manual dexterity to use hands, arms, shoulders, repetitively to operate keyboard, to write, etc.
- Body strength sufficient to lift and transfer at least 50 lbs.
- Ability to interact professionally with persons from a variety of backgrounds in a high stress environment.

Interested applicants should send their cover letters and resumes to [resumes2@adajenkins.org](mailto:resumes2@adajenkins.org). Position closing date is August 7<sup>th</sup> or open until filled. No phone calls, please.