



Creative City Public Charter School Out-Of-School Time (OST) Coordinator

Posted: 2/18/21

Apply by: 3/36/21

Reports to: Executive Director

Hours: 25 - 35 hours per week, specific schedule to be determined. Schedule **MUST** incorporate after-school hours of 3-6pm on M, Tu, Th, F and 1-6pm on Wednesdays. Schedule shifts in the summer to encompass full-day program operation hours.

Twelve-month position, with continuation contingent on grant funding

Pay rate anticipated to be between \$22 - \$26/hour, dependent on experience.

Position to begin immediately

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Creative City's OST Coordinator is responsible for development, oversight, and implementation of high-quality enrichment and supplemental academic programs for students after-school, on the weekend, and during the summer. This position directly supervises all Part-Time Enrichment and Academic staff, Group Leaders, volunteers, and contracted program partners. This individual works collaboratively with the Community School Coordinator and reports to the Executive Director.

A note about programming during COVID: Creative City Public Charter School will return to in-person learning with our students on April 12, 2021. The individual filling this role will join their colleagues in supporting students & programming physically at our school building. Some work may still be remote during program development or when completing administrative tasks. Creative City follows rigorous health & safety protocols for in-person interactions during COVID.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to:

Program development & ensuring student success

- Ensures program includes activities that contribute to the cognitive, social, emotional, and physical well-being and growth of each participant

- Work with Administration to create, model, implement and communicate and OST Student Behavior Plan
- Directly support students demonstrating challenging behaviors during program time
- Prioritize incorporation of social and emotional learning (SEL) in program structure
- Supervise students who are not picked up on time each day
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensure their accurate implementation
- Plan and supervise program-wide transitions such as arrival, dismissal, meals
- Attend relevant professional development provided by MSDE, Creative City, or other providers

Management & administration

- Daily monitoring that program is in compliance with BCPSS, Creative City, and any funder-driven expectations
- Address and/or mediate issues with staffing, participants, parents, etc.
- Maintain meticulous student, staff, and program records – including but not limited to: student attendance, staff time-keeping, meeting participants
- Complete all required reports and submit them by the due date
- Market new programming to participants and manage program enrollment
- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures
- Plan for staff call outs and coverage procedures including back up lesson plans for literacy or enrichment
- Maintain a daily process for tracking attendance for OST
- Serve as liaison for any necessary program logistics regarding provision of food, transportation, or other specialty services

Other

- Attend meetings with community groups and school day staff as needed
- Develops and maintains positive and effective relationships with educators, school officials, community partners, foundations, and other individuals or organizations involved in youth development.
- Provides key external communications related to programs and services, including participation in external meetings, events, conferences, trainings.

Salary commensurate with experience. To apply, please send resume and cover letter to CreativeCityHiring@gmail.com with “OST Coordinator” in the subject line. No mailed or walk-in resumes, please.