

POWAN Empower Hour Program Roles and Responsibilities



Application form linked [here](#). Application deadline: October 1st

Introduction to POWAN

The Power of Words and Numbers (POWAN) Initiative is an evidence-based organization dedicated to educating, empowering and serving K-12 students in underserved communities. We offer equitable e-learning solutions customized based on K-12 faculty and student needs. In all under 5 minutes, students can:

- Create an account and sign up to our user-friendly platform
- Navigate tutor profiles and schedule with an accredited volunteer instructor of their choice
- Gain access to all of our resources such as our Coding Bootcamp

POWAN's experience and success with tutoring and mentoring programs has led to the development of a specialized after-school program. By implementing this new program that integrates direct communication with teachers and covers instructional gaps, POWAN will address the needs of students and tackle educational inequities.

POWAN's Empower Hour is a virtual after-school program designed to address obstacles students, teachers, and school administrators face. Empower Hour was granted \$15,000 by the Strauss Foundation to empower high schools in the Inland Empire and to promote student success in English, Mathematics, and Science courses with high failure rates. We aim to bridge the equity, achievement, and opportunity gaps to ensure every high school student has equal opportunity access and graduates with the tools necessary to achieve their academic dreams.

If you have any questions about the below roles and responsibilities, please feel free to email us at support@powan.org. Feel free to also check out our website: powan.org. We look forward to reviewing your application and can't wait to empower students and teachers with you on our team!

POWAN Empower Hour Program Roles and Responsibilities



Program Coordinator

The Empower Hour Program Coordinator is responsible for the supervision and coordination of the program and POWAN Empower Instructors. Successful candidates will effectively communicate and collaborate with the Instructional Team to ensure the program is successful. We are working with high-fail rated classes, thus we require diligence and excellent leadership skills!

Application form linked [here](#). Application deadline: October 10, 2023

Qualifications

- Must possess a high school diploma or equivalent.
- Undergraduate or graduate student in an educational based degree.
- Excellence in Math and other Sciences.
- Must have one to two years of previous experience working with K-12 students.
- Possess basic knowledge and understanding of school aged children.
- Possess the ability to communicate excellently verbally and in writing.
- Possess the ability to follow written and oral directions.
- Possess strong leadership abilities and work ethic.
- Last, but definitely not least, is passionate in serving students and must be an excellent collaborator in a group-setting.

Duties and Responsibilities

- Provide participants with the appropriate leadership during the program.
- Ensure program goals are met in a timely manner.
- Assist with training and supervision of site directors and staff.
- In charge of the subtitles for the POWAN recordings.
- Provide a warm and caring atmosphere for instructors and all interacting parties.
- Maintain open communication between our instructors and school personnel.
- Lead professional development activities that are beneficial for our instructors.
- Submit written eval forms of all instructors.
- Meet with the instructional team to assess their progress and gap areas.
- Maintain records of attendance and participation.
- Attend leadership meetings and oversee Zoom instructional sessions to ensure safety.
- Maintain a positive attitude toward POWAN coworkers and school faculty.

Hours and Compensation

- Part-time, 7 hours weekly:
 - 2 hours of meetings with POWAN Instructors
- Stipend for entire semester: \$2000.

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- 3 hours (for each days of instruction) Sitting in the three Empower Hour sessions to ensure recording is being done and to oversee the instructors (on mute, video off, ensuring safety and security is there, assists in case of tech difficulties)
- 2 hours of Subtitle creation and Offline Weekly Communication

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Program Instructor

The Empower Hour instructor will perform guided enrichment activities with a group of high school students to achieve student success. Instructors create and support lifetime learners by providing support on difficult material through engaging activities. Successful candidates will grasp a mastery of their topics and effectively engage, encourage, and empower their students to reach their full potential in the course.

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Professional Qualifications

- Must possess a high school diploma or equivalent.
- Coursework towards credentialing is a plus.
- Must have experience and excel in High School Math (Integrated Math 3 and below)
- Excellence in Math and other Sciences is preferred
- Must have one to two years of previous experience working with K-12 students.
- Possess basic knowledge and understanding of school aged children.
- Possess the ability to communicate excellently verbally and in writing.
- Possess strong leadership abilities and work ethic.
- Last, but definitely not least, is passionate in serving students and must be an excellent collaborator in a group-setting.

Requirements

- Must agree to special requirements such as obtaining fingerprinting and background check
- Access to reliable internet service to support remote work expectations
- Ability to work in a remote or campus-based environment
- Proficient in the use of online technology such as (but not limited to): Google Classroom, Zoom

Duties and Responsibilities

- Actively supports diverse learners through the development of youth's language, math, science, and social emotional development using collaborative team building activities and engaging instruction.
- Establishes clear behavior expectations, rules and procedures to maximize learning time.
- Maintain records of attendance and participation of students.
- Collects and uses data from a variety of sources to understand students instructional needs and to improve teaching and learning.
- Communicates and collaborates with program coordinator to develop weekly lesson plans and plan group activities for sessions.
- Plans collaboratively and shares ideas with the POWAN Empower Hour team.
- Maintains a professional relationship with families and teachers.

POWAN Empower Hour Program Roles and Responsibilities



Hours and Compensation

- Stipend for entire year: \$2000
- Part-time, 3 hours weekly:
 - 1 hours of office hours with students
 - 2 hours of Zoom instruction
- The timings can be changed according to the school contract.

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Program Development Intern

The Empower Hour Program Development Intern is a **volunteer** role. The Program Development Intern will perform guided educational research to assist program development and implementation. Interns will meet with Inland Empire educators and district administration with core POWAN leaders to understand the needs and priorities of the district. Successful candidates will be excellent communicators who are passionate about education. They will empower and amplify the efforts of the Empower Hour Coordinator and Instructors.

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Professional Qualifications

- Must possess a high school diploma or equivalent.
- Must be passionate about equitable education and research on equitable solutions
- Possess the ability to communicate excellently verbally and in writing.
- Possess strong leadership abilities and work ethic.
- Last, but definitely not least, is passionate in serving students and must be an excellent collaborator in a group-setting.

Requirements

- Must agree to special requirements such as obtaining fingerprinting and background check
- Access to reliable internet service to support remote work expectations
- Ability to work in a remote or campus-based environment
- Proficient in the use of online technology such as (but not limited to): Google Classroom, Zoom

Duties and Responsibilities

- Actively supports the instructional team and coordinator.
- Conducting program analysis, collecting and analyzing data, and developing assessment tools and strategies.
- Maintain records of attendance and participation of students.
- Collects and uses data from a variety of sources to understand students instructional needs and to improve teaching and learning.
- Communicates and collaborates with the team to share weekly updates about research findings.
- Fulfilling tasks set out by supervisors regarding research, customer discovery, and budget allocation.
- Attending meetings and taking minutes.
- Performing research at a supervisor's request.
- Plans collaboratively and shares ideas with the POWAN Empower Hour team.
- Maintains a professional relationship with families and teachers.

POWAN Empower Hour Program Roles and Responsibilities



Hours

- Volunteer, 2 hours weekly:
 - 1 hour of offline work and research
 - 1 hour of meetings with POWAN team
- The timings can be changed according to the school contract.