



NCSC KEY Program Site Coordinator

Overview

The North Daviess KEY (Knowledge and Enrichment for Youth) Program has been created for out-of-school student learning and enrichment opportunities for the 2022-23 school year. One KEY Program site coordinator is needed to work with the KEY Program Director and oversee the site for after school opportunities. This is an hourly position with time devoted after school. The KEY Site Coordinator will work closely and collaborate with the Program Director to oversee the planning and implementation of the KEY Program at ND Jr/Sr High School.

Schedule

Site-specific job requirements, program hours, and training schedule will be determined by the North Daviess Community Schools Superintendent, Director of Curriculum and Technology, and the KEY Program Director.

Afternoon Hours: 2:30-5:30 p.m. Monday, Tuesday, Thursday only
Days will align with the approved 2022-23 [NDCSC School Calendar](#).

Duties

Training, Planning, and Responsibilities

- ★ Participate in planning sessions with the Program Director
- ★ Assist with the development of program planning based on the Indiana Afterschool Standards
- ★ Develop student social-emotional skills by building skills and competencies
- ★ Promote student health and wellness
- ★ Other training and responsibilities as assigned

Programming and Enrichment

- ★ Assist Program Director in designing high quality out-of-school programming that includes social emotional learning strategies, academic interventions, and various enrichment activities.
- ★ Help organize classroom space to be conducive to student learning and enrichment
- ★ Help distribute to-go meals for students
- ★ Assist Program Director in making family and community connections

Compensation

Program Site Coordinators will complete weekly time sheets and include specific hours of work for each day. \$22.00/hour. 3 hours per day

Qualifications

- ★ At least 1 year of professional experience in the education field.
- ★ Willing to explore student learning in a non-traditional setting and connect student learning to project-based, experiential learning.
- ★ Focused on whole-child approaches (academic and social-emotional development).
- ★ “Warm Demander” - high expectations with a caring approach
- ★ Organized and creative in thinking and planning

Please [CLICK HERE](#) to complete an online non-certified application. Please apply by August 14, 2022.

Thank you for your interest.

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