

# Expanded Learning Coordinator



## **Job Description:**

Primary duty of the Expanded Learning Coordinator is to maintain a safe, nurturing, enriching and generative learning environment both inside and outside of the classroom. The expanded learning program offers care for students before and after school on all school days as well as 30 additional days throughout the year.

## **Shared Vision:**

- Prioritize individual well-being as an educator by taking care of myself
- Use knowledge of wellness to support the well-being of others in the community
- Use all language skills to represent the Spanish language in any and all settings
- Contribute to the care and respect of the space that we call Fuente Nueva
- Engage with respect, curiosity and a commitment to the school mission and values statements
- Support collaboration, reflection and continued growth as educators to promote an engaging and generative learning community
- Promote language learning by utilizing any and all Spanish skills as much as possible on a daily basis

## **Duties as supervisor of expanded learning lead teachers and assistants**

- Collaborate with the Charter Director to hire all necessary lead teachers and assistants in accordance with Fuente Nueva Charter School's policy for hiring
- Train all employees of the program and ensure they are making a positive contribution to the children's experience.
- Perform the duties of direct supervisor of all other aftercare staff members
- Collaborate with the Charter Director to provide staff with professional development opportunities

## **Curriculum Duties**

- Create daily routines, schedules and activities that will stimulate and enhance the student learning experience beyond the school day.
- Lead and collaborate with lead teachers to create and implement routines, schedules and activities.
- Incorporate character education, civic engagement, arts, health, STEM and other enriching learning opportunities both indoors and outdoors.
- Create and implement a cozy corner for regulation and conflict resolution.
- Rotate materials to maintain a fresh age-appropriate engaging environment.
- Research and obtain any and all material needed for curriculum and instruction.
- Guide assistant teacher to collaborate in these duties.
- Coordinate volunteers and volunteer programs.

**Enrichment Program**

- In collaboration with the charter director design and implement an after school enrichment program that includes a broad variety of activities for the students to extend their learning.
- Enrichment course instructors include but are not limited to: STEAM makers clubs, Chess Club, Yoga, Piano instruction, Fuente Fiddlers, Choir, Running Club, Culinary Arts, Drama, etc.

**Snack Duties**

- Serve daily snacks and record participation
- Ensure snack areas are clean and tidy and all supplies are returned to the kitchen.

**Communication/Support Duties**

- Provide monthly report to Fuente Nueva Charter Council
- Attend Fuente Nueva Charter Council and Amigos de Fuente Nueva meetings when requested
- Provide articles for school newsletter
- Take responsibility for all parent communication regarding Expanded Learning Program

**Maintenance of Records**

- Maintain proper use of daily sign in sheets.
- Maintain orderly files for all enrolled students with regards to behavior, special needs and other necessary documentation.
- Maintain files on all children receiving Changing Tides services.
- Complete all required paperwork for Changing Tides.
- Attend any required partnership meetings and regional expanded learning meetings

**School-wide Duties**

- Keep Extended Day rooms organized and presentable.
- Participate in school-wide events such as Open House, Enrollment Information Night and Readers' Theater.
- Other duties as assigned

**Daily Hours:** 6 for school days, 7.75 for intersession expanded year days

**Range:** 11 for English Speaker, 12 for Spanish Speaker

**Service Days:** 208 days per year