

**CESA 6/Menasha Joint School District
Community Learning Center
Educational Leader – After School Matters**

QUALIFICATIONS

Individual must have 1-3 years experience working in youth development or education. Individual must also be comfortable and knowledgeable in creating and facilitating learning activities suitable for an active out-of-school time enrichment environment. The individual must possess a high school diploma, an Associates or Bachelor degree preferred. Must have certification in First Aid, Infant/Child CPR/AED, and NVCI or have the ability to obtain this certification.

JOB DESCRIPTION

Under the supervision of the CLC Site Coordinator, the Educational Leader designs, implements, and leads programs/activities during After School Matters. The Educational Leader plans activities that incorporate learning enrichment and a wide variety of skill-building activities that promote growth and development in youth. The Educational Leader, along with the other CLC staff, is responsible for creating an engaging and positive environment for students during out-of-school time.

HOURS

Part-time, School year only

Work hours: Monday through Friday -- start time between 3:15 to 3:30PM; end time is 5:30PM

Program runs on full school days only

Educational Leaders receive 1.5 hours per week of paid prep for planning

PRIMARY DUTIES

- Develop, organize, and facilitate age and ability-appropriate interactive learning activities
- Submit organized weekly activity plans to the Site Coordinator
- Utilize Common Core Standards, MJSD benchmarks, and/or researched-based curriculum to support the development of activities that will produce a highly interactive learning environment during out-of-school time
- Utilize CLC resources and supplies to support the weekly activities planned
- Provide homework support and assistance
- Work under the daily direction of the Site Coordinator
- Observe necessary precautions to ensure the safety of program participants and maintain a clean and professional environment
- Organize necessary supplies for programs/activities
- Guide assisting staff and volunteers
- Supervise and monitor the behavior of the participants. Enforce rules and regulations and apply appropriate disciplinary measures as needed
- Utilize PBIS and CHAMPS strategies to manage students
- Communicate effectively with parents, other CLC staff, and day school teachers concerning activities/programs, participant's academic struggles and successes, schedule changes, participant's behavior and needs, upcoming programs, room usage, etc.
- Attend mandatory staff meetings and staff training sessions
- Perform all additional tasks as assigned by the Site Coordinator

SALARY/BENEFITS

Part-time employees are not eligible for paid sick, vacation or benefits packages and are hired as LTE through CESA 6 with placement in the Menasha Joint School District CLC department.

APPLY

Apply on WECAN (vacancy 39361) or email Nathan Werley at werleyn@mjsd.k12.wi.us and attach a resume.