



After School Program Leader

Overview

Wissahickon Charter School is seeking two After School Program (ASP) Leaders for the 2018-19 school year. Wissahickon's After School Program offers students an enriching experience where they can learn and grow within the familiar and friendly environment of our school. Each year we offer music, art, athletics, cooking, homework help, fun field trips, healthy snacks, gardening, structured play time, and more! The ASP Leader is responsible for overseeing the implementation of Wissahickon's After School Program for students in grades K to 5 at one of our schools. S/he will supervise a team of five After School Program teachers, handle communication with parents and families, and manage all aspects of the budget. The ideal candidate will have a minimum of one year of experience supervising adults and a minimum of two years of experience working with elementary aged children.

Key Responsibilities

- Maintain and continue the development of an established After School Program (ASP) with students in grade K through 5
- Oversee the training, supervision, management and evaluation of a team of five ASP teachers
- Work collaboratively with team to create an after school environment that is caring, kind and creative
- Evaluate new ASP teachers biannually and returning ASP teachers annually
- Provide receipts and tax receipts to families
- Maintain the budget and handle all bookkeeping, including invoicing and bank deposits
- Proactively address conflict among students; handle any major conflicts involving students, decide on the appropriate disciplinary action, and communicate the consequences to the student(s) and family
- Establish and maintain relationships with families through regular communication, updates and opportunities for involvement
- Organize field trips and off-site activities throughout the school year, including communications and payments with Philly Trans or other bus companies
- Seek out and be receptive to feedback from the COO
- Communicate with other administrative team members about building space, programming, student behavior and consequences

wissahickoncharter.org

Fernhill Campus

Wissahickon Charter School
4700 G Wissahickon Avenue
Philadelphia, PA 19144
267.338.1020

Awbury Campus

Wissahickon Charter School
815 E Washington Lane
Philadelphia, PA 19138
267.774.4370

- Maintain a clean space for the program, including keeping ASP materials organized and refreshed
- Be flexible with location of ASP programming
- Work at the front desk from 4:00-6:00 pm a couple of days each week
- Handle the After School Program Licensing Renewal
- Work with CCIS(Child Care Information Services) to admit new students that are subsidized through CCIS and send monthly attendance invoices for payment
- Build community through the development of CARES values (CARES stands for Cooperation, Academic Excellence & Assertion, Responsibility, Empathy and Self-Control)
- Exemplify WCS' CARES values in all interactions with students, families and colleague
- Maintain files for all students and ASP staff

Qualifications

- A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field
- 1 year of experience supervising a small team of adults and 2 years of experience working with children in grades K-5; in an urban setting preferred
- Knowledge of PA Child Care Code and Regulations preferred
- Familiarity/experience with *Responsive Classroom* approach a plus
- Receptiveness to feedback, positive attitude, and a desire to continuously improve
- Flexible and able to adjust strategies in order to reach goals
- High level of personal organization, planning, and follow-through
- Strong oral and written communication skills and the ability to effectively communicate with students, families, supervisors and colleagues
- Collaborative work style; including maturity, humility, and a sense of humor
- Belief in Wissahickon Charter Schools' mission and environmental education model, and the belief that all children can learn and succeed

About Wissahickon Charter School

Wissahickon Charter School's first campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on parents as partners in the learning experiences of their children.

How to Apply

To be considered, please send the following to applicant@wissahickoncharter.org. Please indicate "After School Program Leader" in the subject line.

1. Cover letter indicating why you would be a great fit for WCS and the position
2. Resume

Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.