



Recess & Afterschool Program Coordinator - Awbury Campus

Wissahickon Charter School is seeking a Recess & Afterschool Program (ASP) Coordinator for our Awbury Campus. The Recess & ASP Coordinator is responsible for overseeing the implementation of Wissahickon's recess and afterschool program for students in grades K to 8. S/he will ensure an environment conducive to safety, kindness and fun for students during both parts of the day. To this end, s/he will supervise a team of five Recess teachers and five ASP teachers, handle communication about recess and afterschool with parents and families, and manage all aspects of the ASP budget. The Recess & ASP Coordinator will create, implement and maintain structures for recess and ASP that enable students to learn and have fun during non-instructional time. In afterschool specifically, s/he will ensure that we are offering students an enriching experience where they can learn and grow within the familiar and friendly environment of our school, including activities such as music, art, athletics, cooking, homework help, fun field trips, healthy snacks, gardening, structured play time, and more! The ideal candidate will have at least one year of experience supervising adults and at least two years of experience working with children.

Recess Responsibilities

- In partnership with the Director of School Operations, maintain and continue the development of systems and structures for recess for all students
- Expand the activities offered to students during recess time so that they can engage in structured play
- Oversee the training, supervision, management and evaluation of a team of five recess teachers, including evaluating the recess teachers annually
- Work collaboratively with the team of recess teachers to create a safe and nurturing environment in which all students are given the opportunity to flourish socially, emotionally and academically
- Manage recess teacher call-outs and ensure that there is adequate coverage for recess

Afterschool Responsibilities

- Maintain and continue the development of an established Afterschool Program (ASP)
- Oversee the training, supervision, management and evaluation of a team of five ASP teachers, including evaluating the ASP teachers annually

- Work collaboratively with team to create an after school environment that is caring, kind and creative
- 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 Director of School Operations
- Communicate with other administrative team members about building space, programming, student behavior and consequences
- 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 colleagues
- 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-8; in an urban setting preferred
- Knowledge of PA Child Care Code and Regulations preferred
- Ability to work from 10 am to 6 pm daily when school is in session
- 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

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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 "Recess & ASP Coordinator" 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.