



Program Leader-After School Program

ABOUT NEW LA CHARTER SCHOOLS

New LA Charter Schools run a high performing independent charter middle school serving 300 students in grades 6-8, and is opening an elementary school starting with 150 students in grades TK/K-1. The culture of the schools aims to create shared sense of mission, one that reinforces in our students a love of learning, a commitment to social justice, and respect for self and others. For more information about New LA Charter Schools, please visit our website at www.newlosangeles.org.

SUMMARY

New LA is seeking high energy, well-organized individuals who have proven success and are seeking a small school environment where they have the ability shape the school's future. A qualified applicant will naturally possess a positive, professional disposition to help our Elementary and Middle School sites run effectively, and will be solutions-oriented and willing to pitch in where necessary to keep our school site on track to achieve organizational goals.

JOB DESCRIPTION

Reporting to the Site Coordinator, Program Leaders are responsible for the following areas:

- Interact with our students daily, take attendance and manage sign-outs everyday
- Develop lesson plans for enrichment activities they will lead
- Provide academic support by working with students through homework help or supplemental learning activities
- Demonstrate leadership and a commitment to educating and empowering youth to reach their full potential
- Have the ability to work with a group of 20 or more students
- Have basic knowledge of age appropriate classroom and behavior management skills
- Be responsible, energetic, and creative individuals

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

- Solid after school programming skills gathered from 1+ years of relevant experience
- Ability to oversee and support middle/elementary students and provide constant line-of-sight supervision
- Ability to work collaboratively with all levels of staff
- Strong, clear written and verbal communication skills
- Demonstrated professional attitude, approach, and commitment to integrity
- Proven ability to solve problems, make decisions, and resolve conflicts.
- Ability to create enrichment curriculum and lesson plans.

QUALIFICATIONS

In order to be considered for this position at New LA, candidates must:

- 48+ College Units completed or in progress
- Availability to work set school programming hours, typically 2:00 PM - 6:20 PM (Elementary School) or 3:00 PM-6:30 PM (Middle School), Monday - Friday
- Earlier availability for occasional meetings or professional development
- Experience working with elementary/middle school students
- Experience working in after school programs or youth recreational facilities
- Energetic, motivated, outgoing personalities strongly desired
- Experience in marketing events to students with creativity and clarity
- TB Test Clearance & Live Scan Clearance (Background check)
- Spanish speaker preferred, but not required.

COMPENSATION

New LA offers salaries commensurate with experience.

TO APPLY

Please forward the following documents to jobs@newlosangeles.org in PDF format. No calls please.

- Cover Letter (*Letters should introduce yourself to the hiring committee, and must include specific examples of why you are attracted to the school and its mission, and why you would be a good fit at New LA*)
- Current Resume