



Beyond the Bell After School Coordinator

The FSI Mission:

The Franklin School of Innovation is preparing the next generation of leaders, capable of solving problems and participating effectively and ethically as local and global citizens. Through challenging academics, real-world learning, and community engagement, our students discover their potential, develop persistence, and recognize the value of others. Our graduates are ready for the future they will create.

Job Description

The After School Coordinator manages the programs, budget, and staff of Franklin School of Innovation's Beyond The Bell Program, an afterschool program designed to provide after-care, homework assistance, and enrichment activities for FSI students.

Beyond The Bell Mission: Students and staff together create an environment of social and educational enrichment. Beyond The Bell After School offers Homework Academy, Clubs, and Skills Workshops.

Responsibilities

- In collaboration with Beyond The Bell Counselors, supervise and provide programs for students daily from 7:00 - 7:45 am and 3:15-6:00 PM, and 1:00 - 6:00 on early release days.
- Create, organize, and initiate Beyond The Bell programs, clubs, and activities to engage the interest of students.
- Provide conflict resolution, and constructive disciplinary plans for students as needed.
- Provide accurate, constructive, and timely feedback to staff and students.
- Manage Beyond The Bell budget and student payment plans.
- Communicate effectively with FSI staff, students, and parents to ensure consistency in academic and behavior expectations throughout the school day & during after-school.
- Maintain a physically and emotionally safe environment for all students.

- Manage Beyond The Bell website, email communication, and paperwork.

Qualifications

- First Aid/CPR Certification or higher
- HS Diploma; BA or similar lived experience preferred but not required
- Experience facilitating adolescent group dynamics
- Demonstrated interest in, and ability and experience to engage the interest of school-age children
- Demonstrated strong organizational and management skills
- Demonstrated ability to work collaboratively as well as take initiative independently
- Demonstrated strong communication skills including listening to and articulating ideas, giving and receiving feedback, teaching effectively, and working with students from diverse backgrounds
- Demonstrated ability to kindly and constructively hold students to high expectations
- Genuine interest in supporting the growth and development of others
- Basic technology proficiency in spreadsheets, google docs, & editing websites
- Commercial Driver's License preferred (or ability to obtain same)

Compensation

- Position may be part or full time, depending on the specific candidate and qualifications; \$17 - \$20/hour or comparable annual salary

Application Process

Please email application to jobs@thefsi.us. No faxed applications, please. Complete application packets include: Cover letter, resume/curriculum vitae, copy of credentials, transcripts, two letters of recommendation, references, and (optional) any supporting evidence of excellence in educational leadership.