



## **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 and some college; BA 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**

- Part-Time \$15- \$17/hour, depending on experience (approximately 20-25 hours/week)

## **Application Process**

Please email application to [jobs@thefsi.us](mailto: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.