

Expanded Learning Coordinator:

Flint Center for Educational Excellence

Exemption Status: Full Time, Exempt – Salaried (grant-funded position)

POSITION SUMMARY

Community School Directors support the Flint Center for Educational Excellence's (the Center) mission of building a community that works for all Flint kids by curating, designing, organizing, and tracking expanded learning opportunities for Flint kids. Expanded Learning Coordinators support site-based teams in engaging Flint kids in academic, social-emotional, and extracurricular activities before-, during- (outside of core academic instruction), and after-school.

Reporting to site-based Community School Directors, Expanded Learning Coordinators coordinate full- and part-time staff members before-, during, and after-school to align the Center's enrichment programs with schools' educational programs by providing leadership, planning, implementation support, coordination, supervision, and capacity building. Focusing primarily on strategies that address attendance, behavior, grade-level proficiency, and youth and family partnership, Expanded Learning Coordinators will ensure schools become places where Flint kids thrive by inspiring their holistic development for college, career, and beyond.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center's growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

Program Coordination & Support

- Plan, coordinate, and implement culturally- and developmentally-appropriate expanded learning opportunities that improve Flint kids' academics, attendance, social-emotional regulation, promotion rates, and graduation rates.
- Coordinate, implement, and monitor expanded learning opportunities, with a primary focus on afterschool programs
- Maintain a focus on equity and access for Flint kids and diverse student groups when developing expanded learning opportunities
- Create and maintain a safe environment at and around the site in partnership with the Community School Director
- Coordinate with the Community School Director to draw explicit linkages between expanded learning opportunities provided by the Center to schools' curricula and MTSS/PBIS interventions
- Assist in the recruitment of volunteers
- Develop universal opportunities for all students, and targeted and intensive opportunities for Flint kids to thrive in the areas of academics, attendance, social-emotional regulation
- Curate expanded learning opportunities that promote and engage with outside agencies and organizations to bring best practices and access to expertise

- Implement and train implementation staff in youth development principles and practices
- Ensure Flint kids' interests are addressed through expanded learning opportunities

Administration

- Serve as the primary point of contact on site-based activities in the absence of Community School Directors
- Ensure all child safety protocols are followed, including up-to-date emergency forms and attention to special circumstances, such as health concerns, food allergy plans, and custody arrangements
- Assist in the evaluation of the activities and performance of site-based staff
- Manage the timely input of pertinent program data, including but not limited to student attendance, participation
- Monitor budget expenditures and documentation in alignment with program goals and objectives
- Manage program supply inventory and order supplies as needed
- Assist in compiling information for grant reports and compliance

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Required Skills/Abilities

- Demonstrated ability to thrive in a highly entrepreneurial environment.
- Demonstrated experience balancing strategic thinking with program execution while managing multiple priorities.
- Knowledge of budget development and use of data to drive program improvement.
- Knowledge of basic principles and practices of strategic planning, program management and staff supervision.
- Proven knowledge of and commitment to progressive management practices, including team building, negotiation skills and collaborative decision-making.
- Ability to communicate in a manner that demonstrates and fosters cooperation, respect, concern and openness to change.
- Ability to lead an interdisciplinary team of professionals.
- Strong interpersonal and communications skills, including the ability to write clearly, speak in public forums to diverse audiences, and communicate effectively with stakeholders, staff and colleagues.
- Advanced knowledge of computer software, including but not limited to Microsoft Outlook, Word and Excel.

Compensation & Benefits

- Starting salary range: \$42,500-\$52,500 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits